



Republic of the Philippines
Department of Agriculture
OFFICE OF THE SECRETARY
Elliptical Road, Diliman
Quezon City, 1100 Philippines

January 02, 2020

DEPARTMENT CIRCULAR

No. 01

Series of 2020

Subject: Guidelines on Plant Nursery Accreditation for Government and Private Plant Nursery Operators and their Nurseries

Pursuant to Section 12 of the Seed Industry Development Act of 1992 (RA 7308) and Chapter VI of its Implementing Rules and Regulations (IRR), this Circular is hereby issued to ensure the processes undertaken in the nursery produce quality planting material of fruits and plantation crops.

Section 1. COVERAGE.

This Circular covers nurseries producing National Seed Industry Council (NSIC) registered variety, strains and clones including those of the defunct Philippine Seed Board (PSB) planting materials of fruit and plantation crops. Crops under the jurisdiction of other government agencies or institutions are exempted from this circular.

Section 2. OBJECTIVE.

This Circular aims to ensure that plant nursery operators and their nurseries comply with the requirements and guidelines set by the Bureau of Plant Industry (BPI) for accreditation to produce quality planting materials of fruit and plantation crops.

Section 3. DEFINITION OF TERMS

For purposes of this Circular, the following terms shall be defined as follows:

- 3.1 ACCREDITATION – shall refer to the process in which BPI formally recognizes the competence, impartiality, and capability of a nursery operator to produce quality planting materials;
- 3.2 APPLICANT – refers to an individual, partnership, corporation, cooperative, association, organization or government agency applying for accreditation;

"A food-secure Philippines with prosperous farmers and fisherfolk"



- 3.3 CERTIFIED MOTHER TREE - refers to a mother tree that had passed the certification process of BPI-National Seed Quality Control Services (NSQCS) with a tag;
- 3.4 MANUAL OF OPERATIONS – shall refer to a compilation of information concerning the step-by-step process of doing the various activities in the production of quality planting materials;
- 3.5 MOTHER TREE – refers to a general term for tree or plant that serves as source of plant propagules;
- 3.6 PLANT NURSERY EVALUATOR (PNE) – refers to a designated or deputized technical personnel from the Bureau of Plant Industry (BPI) and Department of Agriculture-Regional Field Offices (DA-RFO's) to conduct actual inspection/evaluation, prepare and submit evaluation report of a nursery for accreditation;
- 3.7 PLANT NURSERY – refers to an area where plants are propagated and grown to usable size;
- 3.8 QUALITY PLANTING MATERIALS – refers to planting materials that are true-to-type derived through asexual propagation or seedlings coming from certified mother trees propagated by seeds which are free from major systemic disease;
- 3.9 SPECIES - refers to a set of biological organisms, members of which have similar characteristics to each other, and which can breed with each other;
- 3.10 STRAIN – refers to a designated group of offspring that have descended from a modified plant, produced either by conventional breeding or by biotechnological means or result from genetic mutation; and,
- 3.11 VARIETY – refers to a taxonomic category that ranks below species or subspecies, its members differing from others of the same subspecies or species in minor but permanent or heritable characteristics.

Section 4. QUALIFICATION OF APPLICANTS FOR ACCREDITATION

The following are eligible to apply for accreditation of plant nurseries:

- 4.1 Government institutions;
- 4.2 Natural person (sole proprietor); and
- 4.3 Juridical persons (Partnership, Cooperative, Association, Corporation)

Provided that, the applicant (except government institutions) must have undergone training on nursery establishment and operation including plant material certification conducted by the Bureau of Plant Industry (BPI) itself and other institutions in coordination with the BPI.



Section 5. REQUIREMENTS FOR ACCREDITATION

The following requirements must be submitted by the applicant for purposes of accreditation:

5.1. Documentary requirements

5.1.1. For Private Nurseries

Documents	Remarks
1. Letter of Intent	
2. Duly accomplished application form	
3. Mayor's permit	Current year
4. Bureau of Internal Revenue (BIR) registration	
5. Duly notarized authorization of the applicant	For partnership, corporation, cooperative, or association
6. Department of Trade and Industry (DTI) Registration Certificate	For sole proprietorship and partnership
7. Cooperative Development Authority (CDA) Registration Certificate	For cooperative
8. Securities and Exchange Commission (SEC) or Department of Labor and Employment (DOLE) Certificate of Registration	For association
9. Securities and Exchange Commission (SEC) Certificate of Registration	For partnership and corporation
10. Certificate of training on nursery establishment and operation including plant material certification (issued within two (2) years prior to application	Initial application for accreditation: Sole proprietorship /partnership: one (1) person Cooperative/ Association/ Corporation: minimum of two (2) persons Renewal of accreditation: Sole proprietorship/ partnership: one (1) person Cooperative/ Association/ Corporation: all person doing propagation work.
11. Location map, lay-out plan and photos of the nursery	
12. Copy of the official receipt of payment for application of accreditation of the nursery in the amount of Php 1,000.00, non-refundable	



5.1.2 For Government Nurseries

Documents	Remarks
1. Letter of intent	
2. Filled-up application form	
3. Authorization of the applicant duly signed by the designated authority of the agency	
4. Certificate of training on nursery establishment and operation including plant material certification (issued within two (2) years prior to application)	Minimum of 2 persons
5. Location map, lay-out plan and photos of the nursery,	
6. Copy of the official receipt of payment for application of accreditation of nursery in the non-refundable amount of Php 1,000.00	Except for DA-attached agencies, DA-RFOs and its Centers/ Stations

5.2. Technical Requirements for Nurseries. The applicant must comply with the following requirements for the purposes of evaluation of its application for nursery accreditation:

- 5.2.1 Nursery shall be established and in operation at least one (1) year prior to application.
- 5.2.2 For sole proprietorships and partnerships, the nursery must have a minimum of 1,000 seedlings ready for planting of NSIC-registered variety/ies of the crop being applied for, and an area of at least 500 square meters within a municipality/city.
- 5.2.3 For juridical persons such as corporation, association, and cooperatives, the nursery must have a minimum of 5,000 seedlings ready for planting on crop variety being applied for, and an area of at least 1,000 square meters within a municipality/city.
- 5.2.4 For government agencies, nursery must have a minimum of 1,000 seedlings ready for planting on crop variety being applied for and an area of at least 500 square meters.
- 5.2.5 Develop a manual of operations on the crop species being applied for by the nursery operator.
- 5.2.6 The nursery must have the following facilities:
 - 5.2.6.1 Access to water source
 - 5.2.6.2 Potting area and propagation area
 - 5.2.6.3 Seedbed/germinating facility
 - 5.2.6.4 Permanent storage facilities (for chemicals, fertilizers, and other nursery supplies)
 - 5.2.6.5 Propagating equipment and other tools
 - 5.2.6.6 Composting facility
 - 5.2.6.7 Waste disposal facility
 - 5.2.6.8 Comfort room
 - 5.2.6.9 Rest Area/Receiving Area

5.3. Mother Tree Technical Requirements. The applicant shall comply with the following requirements prior to accreditation:

- 5.3.1 Must have a label in each mother tree of NSIC-approved variety on the crop being applied for.



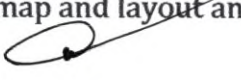
- 5.3.2 Must have at least 5 mother trees of the crop variety being applied for sole proprietorship, partnership and government institutions and 20 trees of the crop variety being applied for cooperatives, associations, and corporations.
- 5.3.3 For new applicants, the initial mother trees of the NSIC-registered variety/ies of the crop being applied for must be certified.

Section 6. ACCREDITATION PROCESS

6.1 BPI-Deputized Plant Nursery Evaluator (PNE)

1. Applicant shall submit a letter of intent, filled-up application form, pay the appropriate application fee, and other necessary documents to the concerned BPI-NSQCS Regional/Satellite Office.
2. The concerned BPI-NSQCS Regional/Satellite Office conducts an evaluation of the documents submitted by the applicant.
3. The concerned BPI-NSQCS Regional/Satellite Office endorses the application to the DA-Regulatory Office for their appropriate action.
4. The concerned DA-Regulatory Office shall assign the PNE who will conduct the evaluation and proper recommendation.
5. The Deputized PNE shall inspect the nursery and its facilities in terms of the necessary requirements stated above, correctness of location map and layout, and conduct geotagging activity.
6. The Deputized PNE shall make the report using the prescribed form and make the preliminary recommendations to the concerned DA-Regulatory Office for endorsement by the concerned DA-Regional Executive Director to the Director, BPI.
7. BPI-NSQCS Central Office shall review the documents submitted and make the final recommendation for approval/disapproval of the BPI-Director. In addition, a notification letter will be issued to the nursery operator on the action taken by the BPI-NSQCS Central Office on his/her application and a copy shall be provided to the concerned DA-Regulatory Office.
8. BPI through the BPI-NSQCS Central Office shall issue the certificate of accreditation signed by the BPI Director indicating the crop/s accredited and its validity.
9. The certificate of accreditation shall be issued to the nursery operator through the concerned BPI-NSQCS Regional/ Satellite Office. The photocopied certificate of accreditation will be sent back to the BPI-NSQCS Central Office and providing a copy to the concerned BPI-NSQCS Regional/Satellite Office and DA-RFO Regulatory Division.

6.2 BPI-Designated PNE

1. Applicant must submit a letter of intent, filled-up application form and other necessary documents to the concerned BPI-NSQCS Regional/Satellite Office.
 2. The concerned BPI-NSQCS Regional/Satellite Office conducts an evaluation of the documents submitted by the applicant.
 3. The concerned BPI-NSQCS Regional/Satellite Office provides the concerned DA-Regulatory Office a copy of the filled-up application form.
 4. The concerned BPI-NSQCS Regional/Satellite Office will assign the Designated PNE who will conduct the inspection of the nursery and its facilities in terms of the necessary requirements stated above, correctness of location map and layout and conduct geotagging activity.
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5. The Designated PNE shall make the report using the prescribed form and make the preliminary recommendation which the NSQCS Regional/Satellite Chief endorses to the concerned DA-Regulatory Office for endorsement by the concerned DA-Regional Executive Director to the Director, BPI.
6. BPI-NSQCS Central Office shall review the documents submitted and make the final recommendation for approval/disapproval of the BPI-Director. In addition, a notification letter will be issued to the nursery operator on the action taken by the BPI-NSQCS Central Office on his/her application and a copy shall be provided to the concerned DA-Regulatory Office.
7. BPI through the BPI-NSQCS Central Office shall issue the certificate of accreditation signed by the BPI Director indicating the crop/s accredited and its validity.
8. The certificate of accreditation shall be issued to the nursery operator through the concerned BPI-NSQCS Regional/ Satellite Office. The photocopied certificate of accreditation will be sent back to the BPI-NSQCS Central Office and providing a copy to the concerned BPI-NSQCS Regional/Satellite Office and DA-RFO Regulatory Division

Section 7. POST ACCREDITATION REQUIREMENTS

Accredited nursery shall comply with the following requirements during the validity of its accreditation:

7.1 For Accredited Nurseries

- 7.1.1 Additional nursery/ies owned and established by the accredited nursery operator and located in a different province must undergo a new accreditation process.
- 7.1.2 Additional nursery/ies owned and established by the accredited nursery operator and located within the province must be reported by the owner to the concerned BPI-National Seed Quality Control Service (BPI-NSQCS) Regional/Satellite office immediately.
- 7.1.3 Nursery operator must inform the concerned BPI-NSQCS Regional/Satellite Office immediately if the nursery is relocated within the province. When outside the province, a new accreditation is needed.
- 7.1.4 For cooperative and association, each member participating in the production of planting materials must be trained in accordance with this Circular within one year from the approval of the initial application.
- 7.1.5 The accredited nursery operator must submit a quarterly report on their stock inventory of accredited crop/s both certified and non-certified seedlings ready for planting on per variety basis to the concerned BPI-NSQCS Regional/Satellite Office.
- 7.1.6 For the propagation of additional NSIC-registered variety on the accredited crop species, the accredited nursery operator must inform immediately the concerned NSQCS Regional/Satellite and a corresponding certificate of inclusion in the accreditation shall be issued.
- 7.1.7 If there is change in either the ownership or management of the accredited nursery, a new accreditation is necessary.
- 7.1.8 The accredited nursery must have installed a permanent placard/signboard (at least 1.2-meter-wide and 2.0-meter-long) indicating the name of the establishment,

owner/operator, address, accreditation number, validity date and list of accredited crop/s after the approval of the certificate of accreditation.

7.2 Mother Trees

- 7.2.1 Additional mother trees planted and certified must be reported immediately to the concerned BPI-NSQCS Regional/Satellite Office.
- 7.2.2 Mother trees must be maintained regularly through proper management practices in accordance with its manual of operation.
- 7.2.3 The nursery operator shall report immediately infection of systemic disease and death of certified mother trees and surrender the certification tag to concerned NSQCS Regional/Satellite office.

Section 8. MONITORING

Monitoring of accredited plant nursery shall be done at least once a year, or as the need arises, by PNE to determine their conformity with its manual of operations and compliance with the requirements and guidelines set by BPI for each crop species and verify the number of existing certified mother trees. If during the monitoring there is/are non-conformity/ies found, the nursery operator shall be given six (6) months to make the necessary corrections. In addition, the nursery operator shall notify the concerned NSQCS Regional/Satellite Office for any changes in the manual of operation.

Section 9. SANCTIONS

Any accredited nursery operator who commits any of the following acts shall be sanctioned, to wit:

OFFENSE	PENALTY
1. Falsification of Certificate of Accreditation	Blacklisting
2. Unauthorized use of certificate of accreditation by another nursery operator or additional nursery located in different provinces	Blacklisting
3. Non-display of permanent signboard with the required size and necessary information	1 st Offense – Reprimand 2 nd Offense – Suspension (One year) 3 rd Offense - Cancellation of Certificate
4. Refusal to allow the monitoring team to enter his/her PTCF premises for monitoring and inspection within the period of accreditation	1 st Offense – Reprimand 2 nd Offense – Suspension (1 year) 3 rd Offense – Cancellation of certificate of accreditation
5. Improper record keeping of various activities based on the manual of operations.	1 st Offense – Reprimand 2 nd Offense – Suspension (One year) 3 rd Offense - Cancellation of Certificate
6. Non-submission of quarterly stock inventory report of available planting materials to NSQCS Regional/Satellite Office	1 st Offense – Reprimand 2 nd Offense – Suspension (One year) 3 rd Offense - Cancellation of Certificate

7. Any violation of the terms and conditions stipulated at the back of the Plant Nursery Accreditation Certificate	1 st Offense – Reprimand 2 nd Offense – Suspension (One year) 3 rd Offense - Cancellation of Certificate
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The above cited sanctions shall be without prejudice to the filing of appropriate case pursuant to Section 19 of RA 7308.

The concerned nursery operator may re-apply for accreditation after three (3) years from the time that the certificate of accreditation was cancelled by BPI. Appropriate notice will be issued prior to enforcing penalties.

Section 10. VALIDITY OF THE CERTIFICATE OF ACCREDITATION

The Certificate of Plant Nursery Accreditation shall be valid for a period of five (5) years from the date of issuance. Upon recommendation of the monitoring team, the BPI has the right to cancel the certificate of accreditation in case the accredited nursery fails to follow the requirements and guidelines set by BPI within the accreditation period.

Section 11. PROCEDURE FOR THE RENEWAL OF ACCREDITATION

The following documents shall be submitted by the applicant upon renewal:

Documents	Remarks
1. Letter of Intent	
2. Duly accomplished application form	
3. Mayor's permit	Current year
4. Duly notarized authorization of the applicant	For partnership, corporation, cooperative, or association
5. Certificate of training on nursery establishment and operation including plant material certification (issued within two (2) years prior to application	Sole proprietorship /partnership: one (1) person Cooperative/ Association/ Corporation: minimum of two (2) persons Renewal of accreditation: Sole proprietorship/ partnership: one (1) person Cooperative/ Association/ Corporation: all person doing propagation work. Must be submitted only if there is a change in management.
6. Location map, lay-out plan and photos of the nursery	

7. Copy of the official receipt of payment for application of accreditation of the nursery in the amount of Php 1,000.00, non-refundable	
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The procedure outlined in Section 6 shall be followed in processing the application for renewal of the accreditation.

For nurseries with accreditation expiring within one (1) year after the effectivity of this department circular, mother trees should be certified within a year after the renewal of certificate of accreditation has been issued.

For nurseries with accreditation expiring beyond one (1) year after the effectivity of this department circular, mother trees should be certified upon renewal of the certificate of accreditation.

Section 12. REPEALING CLAUSE.

Department of Agriculture Administrative Order No. 25, Series of 2013 is hereby repealed. All existing administrative orders, memoranda, circulars, rules and regulations or parts thereof, which are inconsistent with the provisions of this Department Circular are hereby repealed or modified accordingly

Section 13. SEPARABILITY CLAUSE

If any portion of this Circular is declared invalid or unconstitutional, the other provisions which are not affected thereby and shall in full force and effect.

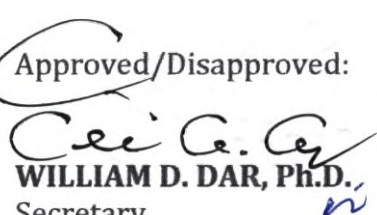
Section 14. EFFECTIVITY

This Department Circular shall take effect 15 days after the publication in the Official Gazette or in two (2) newspapers of general circulation and its filing with the National Register, U.P. Law Center.

Recommending Approval:


GEORGE Y. CULASTE, Ph.D.
Director

Approved/Disapproved:


WILLIAM D. DAR, Ph.D.
Secretary



DEPARTMENT OF AGRICULTURE
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