



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

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DEPARTMENT CIRCULAR

No. 03

Series of 2018

Subject: Guidelines for the Accreditation of Open Pollinated Variety (OPV) of Solanaceous (Eggplant, *Solanum melongena* L., Tomato, *Lycopersicon esculentum* Mill., and Pepper (Sweet, Hot and Long), *Capsicum* sp. L.) Seed Growers/Producers

Pursuant to Republic Act 7308, also known as the Seed Industry Development Act of 1992, and its Implementing Rules and Regulations, and for purposes of ensuring and providing a sustainable and adequate supply of seeds of the desired quality, the following guidelines for accreditation of OPV solanaceous seed growers/producers are hereby promulgated.

Section 1. Coverage. This Circular shall govern the accreditation of an individual or a group of OPV solanaceous seed growers/producers. The individual shall be a farmer, seed grower/producer or member of an association/cooperative while the group/institution shall be an association, cooperative, corporation, government institution, non-government organization or international organization.

Section 2. Documentary Requirements. The following documentary requirements must be complied with for purposes of accreditation under this Circular. For documents requiring certified true copy, the applicant shall present the original copy for comparison with the scanned or photocopy. If the scanned or photocopy is found to be a faithful reproduction, the same shall be stamped *Verified from the Original*.

2.1. For individual seed grower/producer:

- 2.1.1. Duly accomplished form for Application for Accreditation as Seed Grower/Producer (BPI-NSQCS Revised Form No. 5);
- 2.1.2. Latest (6 months) colored 2" x 2" ID picture;
- 2.1.3. Proof of ownership/usufruct over the production area by submitting any of the following: (a) Proof of land ownership (Transfer Certificate of Title/Original Certificate of Title); (b) Lease contract valid for a minimum of 3 years; or (c) any notarized document(s) showing authority over the use of the property for seed production for a minimum of 3 years; and
- 2.1.4. Training certificate for the three (3) days Basic Training on OPV Solanaceous Seed Production and Certification conducted and issued by government agencies involved in the implementation of OPV solanaceous seed production and certification program such as Agricultural Training Institute (ATI), Bureau of Plant Industry (BPI), Department of Agriculture-Regional Field Offices (DA-RFOs) Research Stations/Centers or the Institute of Plant Breeding-University of the Philippines Los Baños (IPB-UPLB). The training for accreditation must be coordinated with the BPI as the accreditation authority.



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- 2.1.4. Training certificate for the three (3) days Basic Training on OPV Solanaceous Seed Production and Certification conducted and issued by government agencies involved in the implementation of OPV solanaceous seed production and certification program such as Agricultural Training Institute (ATI), Bureau of Plant Industry (BPI), Department of Agriculture-Regional Field Offices (DA-RFOs) Research Stations/Centers or the Institute of Plant Breeding-University of the Philippines Los Baños (IPB-UPLB). The training for accreditation must be coordinated with the BPI as the accreditation authority.

2.2. For group/institution such as seed growers'/producers' association/cooperative, corporation, government institution, non-government organization and international organization:

- 2.2.1. Duly accomplished form for Application for Accreditation as Seed Grower/Producer (BPI-NSQCS Revised Form No. 5);
- 2.2.2. Certificate of registration from the Cooperative Development Authority (CDA), Securities and Exchange Commission (SEC), Department of Labor and Employment (DOLE), or Department of Trade and Industry (DTI), whichever is applicable;
- 2.2.3. Special Power of Attorney, Special Order, Memorandum Order, Board Resolution or other legal instrument authorizing the representative to transact business in behalf of the group/institution;
- 2.2.4. Latest (6 months) colored 2" x 2" ID picture of the authorized representative;
- 2.2.5. Proof of ownership/usufruct over the production area by submitting any of the following: (a) Proof of land ownership (Transfer Certificate of Title/Original Certificate of Title); (b) Lease contract valid for a minimum of 3 years; or (c) any notarized document(s) showing authority over the use of the property for seed production for a minimum of 3 years;
- 2.2.6. Training certificate issued to the authorized representative by government agencies such as ATI, BPI, DA-RFOs Research Stations/Centers or the IPB-UPLB involved in the implementation of OPV solanaceous seed production and certification program for the three (3) days Basic Training on OPV Solanaceous Seed Production and Certification. The training for accreditation must be coordinated with the BPI as the accreditation authority. In case the authorized representative is replaced, the concerned seed grower/producer must formally inform in writing the BPI-NSQCS within 10 working days. The replacement shall undergo the Basic Training on OPV Solanaceous Seed Production and Certification within six (6) months upon notification of replacement; and
- 2.2.7. For association/cooperative, list of BPI accredited members stating the name, accreditation number, residential address, production area and location. Only members of the association/cooperative who are BPI accredited seed growers/producers are qualified to produce seeds.

Section 3. Production Area

- 3.1. The Applicant must have a minimum area of 500 square meters for accreditation. Any expansion in areas shall meet the requirements under Section 3.3 of this circular within the accreditation period shall be validated by the Deputized Seed Inspectors, recommended by the Chief of Regional/Satellite NSQCS and approved by the Chief of NSQCS Central Office.
- 3.2. For association/cooperatives, the production area shall include the area of the individually accredited members and/or the association/cooperative managed area.
- 3.3. The production area should have access to irrigation if precipitation is not sufficient, good drainage system and with fertile soil.
- 3.4. An applicant must own or have access to post-harvest equipment and facilities such as dryer, seed cleaner, seed bagger/closer, storage, and others.

Section 4. Procedure for Accreditation. The following steps shall be observed in processing applications for accreditation:

- 4.1. The applicant submits the documentary requirements under Section 2 herein to the concerned NSQCS office for evaluation. Only application with complete documentary requirements submitted shall be processed. For OPV Solanaceous seed growers/producers who will engage in seed production in different regions, they shall apply separately to the concerned region and undergo the procedure of accreditation in accordance with this Circular;
- 4.2. The concerned NSQCS personnel or deputized seed inspector conducts area validation or ocular inspection and submits report to the concerned NSQCS office;
- 4.3. After validation, the Chief of the concerned NSQCS Office acts on the application. Application that complies with the requirements under this Circular shall be concurred and endorsed to the Regional Executive Director through the Regional Seed Coordinator. Otherwise, the application that failed to meet the requirements shall be returned to the applicants;
- 4.4. Upon receipt of the endorsement of the Chief of the concerned NSQCS Office, the Regional Executive Director through the Regional Seed Coordinator acts on the application. Application that complies with the requirements under this Circular shall be concurred and endorsed to the BPI through the NSQCS. Otherwise, the application that failed to meet the requirements shall be returned to the concerned NSQCS Office;
- 4.5. The accreditation certificate shall be issued by the BPI through the NSQCS; and
- 4.6. Decisions of the application shall be acted upon within one (1) month from the receipt of application to approval.

Section 5. Accreditation Fee. Upon filing of application for accreditation or renewal of accreditation, the applicant shall pay a non-refundable accreditation fee of Php 500.00.

Section 6. Certificate of Accreditation. The Certificate of Accreditation shall be issued by the Director of the Bureau of Plant Industry upon compliance with this Circular. It shall be furnished to: (a) applicant (original copy) (b) concerned Regional Executive Director (photocopy) and (c) Regional/Satellite National Seed Quality Control Services (photocopy). The Certificate of Accreditation shall be valid for three (3) years from date of approval.

Section 7. Non-transferability. The accreditation is non-transferable. However, in case of death of the accredited individual seed grower/producer, only his/her seed sample(s) that had already been submitted to the laboratory for analysis before his/her death is eligible for certification. The result of analysis and certification tags for the seed lot under process in the laboratory shall be issued under the name of the deceased seed grower/producer as represented by the next of kin subject to the submission of the required documents such as certified true copy of marriage contract (if applicable), death certificate, birth certificate of the next of kin, and affidavit of undertakings.

Section 8. Renewal of Accreditation. The renewal of accreditation of seed grower/producer shall be based on the following:

- 8.1. Performance of the accredited seed grower/producer evaluated before renewal of accreditation based on the following criteria:

- 8.1.1. Submission of seed samples from the accredited production area for analysis for at least two (2) cropping seasons within the period of three (3) years; and
- 8.1.2. Total number of samples passing the applicable seed certification standards as against total number of samples submitted for analysis shall be at least 75%.
- 8.2. Payments of all fees to NSQCS before renewal of accreditation.
- 8.3. The applicant or the authorized representative must have completed the two (2) days Retooling Course on OPV Solanaceous Seed Production and Certification conducted by agencies stipulated in Section 2.1.4 and coordinated with the BPI, at applicant's expense every three (3) years before renewal of accreditation.
- 8.4. Applications for renewal of accreditation must be filed within 45 days before its expiration. Applicants who passed the performance evaluation may still file their applications within six (6) months after the expiration of accreditation upon compliance with the requirements for renewal under this Circular. However, applications filed beyond six (6) months or fail to pass the performance evaluation shall be treated as new applications and the requirement for the three (3) days basic training shall be complied with.

Section 9. Cancellation of Accreditation. The accreditation shall be cancelled on the following grounds:

- 9.1. Fraud, dishonesty, misdeclaration, misrepresentation, or false statements in the application for accreditation, renewal of accreditation or in seed certification documents; and
- 9.2. Tolerated use of certificate of accreditation by non-accredited seed grower(s)/producer(s) or misuse/abuse of the seed growers'/producers' accreditation.

Section 10. Implementation. The implementation of this Circular shall be fully coordinated with the DA Regional Field Offices through the Regional Seed Coordinators, Chiefs of the National Seed Quality Control Services and the Deputized Seed Inspectors.

Section 11. Transitory Provision. To continuously avail of the certification process, government institutions currently producing OPV solanaceous seeds are given a maximum of six (6) months from the date of approval of this Circular to comply with the requirements for accreditation.

Section 12. Repealing Clause. This Circular shall supersede the pertinent provisions in Administrative Order No. 7, Series of 1996, Revised Criteria for the Accreditation of Seed Producers. All Administrative Orders, Circulars, and Implementing Rules and Regulations that are inconsistent with this Circular are hereby repealed, amended or modified accordingly.

Section 13. Effectivity. This Circular shall take effect fifteen (15) days upon publication in the official gazette or in two (2) newspapers of general circulation and its filing with the National Administrative Register, U.P. Law Center.

Approved:

EMMANUEL F. PIÑOL
Secretary, Department of Agriculture and
Chairman, National Seed Industry Council

DEPARTMENT OF AGRICULTURE
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