

5. PHILIPPINE GOOD AGRICULTURAL PRACTICES (PHILGAP) CERTIFICATION

The Philippine Good Agricultural Practices (PhilGAP) Certification program is being promoted and facilitated by the DA-Regulatory Division in order to ensure food safety and assure quality of agricultural products while keeping high regard on environmental protection and workers health, safety and welfare. It also aims at facilitating access of Philippine Agricultural Crops to neighboring ASEAN markets and other foreign markets.

Schedule of Availability of Service

Monday to Friday- 8:00 AM to 5:00 PM

Office or Division	REGULATORY DIVISION	
Classification	HIGHLY TECHNICAL	
Type of transaction:	G2C- Government to Clients / G2B- Government to Business / G2G- Government to Government.	
Who may avail:	<ul style="list-style-type: none"> • Individual Farmers; • Partnership / Joint Venture; • Cooperatives; • Corporations; • Associations / Organizations; • Demonstration Farms. 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
I. LIVESTOCK AND POULTRY HANDLERS		
1. Accomplished Application Form;	Regulatory Division DA RFO- XIII	
2. Organizational profile	Requisitioner	
3. Farm map or area map	Requisitioner	
4. Farm Layout	Requisitioner	
5. Field operation procedures	Requisitioner	
6. Annex A- Production & Harvesting Records (GAP-F01A)	Requisitioner	
7. Annex B- List of Fertilizers, Pesticides and Other Agricultural Chemicals used (GAP-FO1B)	Requisitioner	
8. Certificate of Nutrient Soil Analysis	Requisitioner	
9. Certificate of Training on GAP	Requisitioner	
10. Certificate of Registration (SEC/DTI /CDA /DOLE if applicable)	DTI,SEC,DOLE,CDA	
Additional for Group Applicants:		
1. Internal Control System (ICS)	Requisitioner	
2. Procedure for accreditation (<i>if applicable</i>);	Requisitioner	
3. Manual of procedure for Outgrowership scheme (<i>if applicable</i>);	Requisitioner	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Filing of application and review of documents.</p> <p>Submit complete enabling documents in one folder.</p>	<p>Step 1.1: Submit application documents to Records Unit for recording and forward to Regional Executive Director for comment and routing to Regulatory Division.</p>	None	3 Days	<p>(Regional Executive Director)</p> <p>Record Officer</p> <p>Records Unit</p>
	<p>Step 1.2: Forward documents to Regional GAP teams</p>	None	1 Day	<p>(Chief, Regulatory Division)</p> <p>Agriculturist II,</p> <p>Regulatory Division</p>
<p>2. Review of submitted enabling documents.</p>	<p>Step 2.1: Evaluate and verify the completeness of documents. If there are lacking documents, return folder to the applicant and advise them to complete all the requirements.</p> <p><i>Note: All applications must be endorsed by the Municipal Agriculturist & Provincial Agriculturist</i></p>	None	1 Day	<p>Supervising Agriculturist</p> <p>Agriculturist I</p> <p>Regulatory Division</p>
<p>3. Conduct Farm Pre-Assessment.</p>	<p>Step 3.1: Conduct of field validation/evaluation to ensure that the applicant and its farm is compliant with the PhilGAP four (4) modules such as food safety, produce quality, environment management and farm workers safety and welfare.</p>	None	1 Day	<p>Supervising Agriculturist</p> <p>Agriculturist I</p> <p>Regulatory Division</p> <p>This activity is conducted with other members of the Regional GAP Team in DA-RFO XIII.</p>

	Step 3.2: Prepare Pre-assessment Report	None	1 Day	Agriculturist I Regulatory Division
	Step 3.3: Submit reports to the Chief of the Regulatory Division for comment and initial signature	None	1 Day	Agriculturist I Regulatory Division
4. Endorse the Complete PhilGAP Application Folder with Pre-Assessment Report to Bureau of Plant Industry (BPI-PPSSD)	Step 4.1: Endorse complete documents to GAP Secretariat (BPI-PPSSD Central Office).	None	1 Day	(Regional Executive Director) (Head, Records Section)
	Step 4.2: BPI-PPSSD will review and check & evaluate the completeness of documents.	None	(excluded)	Bureau of Plant Industry (BPI)-PPSSD
	Step 4.3: If found to be complete, the BPI-PPSSD will notify the Regional & Executive GAP Team for the schedule of final National PhilGAP Audit/Inspection.			
5. Final PhilGAP Audit/ Inspection (National Auditors/ Inspectors)	Step 5.1: Conduct Final Pre-Assessment of the farm to check if the farm is already ready for the National PhilGAP inspection.	None	1 Day	Supervising Agriculturist Agriculturist I Regulatory Division
	Step 5.2: Conduct Final Audit/Inspection of the farm. In cases when there will be some non-compliance, the applicant will be advised to comply it within a period of time.	None	1 Day	Supervising Agriculturist Agriculturist I Regulatory Division
	Step 5.3: Submit all lacking documents as required by the National Auditors/Inspection during	None	(excluded)	Applicant

	the final inspection.			
6. Evaluation of report of inspection	Step 6.1: Evaluate reports of inspection	None	(excluded)	PhilGAPCC
	Step 6.2: Recommends farm for PhilGAP Certification			
7. Issuance of PhilGAP Certificate	Step 7.1: Issues PhilGAP Certificate of the applicant	None	(excluded)	BPI-Director
8. Receive approved PhilGAP Certificate	Step 8.1: Inform the applicant on the availability of the PhilGAP Certificate	None	15 Minutes	Agriculturist II Regulatory Division
	Step 8.2: Award the PhilGAP Certificate to the applicant	None	1 Day	(Regional Executive Director) (Assistant Regional Director for Operations) (Assistant Regional Director for Research, Regulations and ILD) Regional GAP Team
TOTAL			11 Days and 15 Minutes	**Note: Exclusive of number of Days for their action