



ISSUANCE OF CERTIFICATE OF PRODUCT EFFICACY AND SUITABILITY

Service Description	The conduct of protocol research is a service requested by interested fertilizer/pesticide/suckercide companies to test the efficacy of their products to tobacco production, and eventual registration with the Fertilizer and Pesticide Authority (FPA), for inorganic inputs, or the Bureau of Agriculture and Fisheries Standards (BAFS), for organic inputs. Depending on the requirement of the applicant company, it can be completed for a period of three (3) months, for seedbed study, and at least ten (10) months for field study, within which the product will be tested for efficacy at the different stages of plant growth, to the physical and chemical evaluation of leaf samples.			
Office or Division	Farm Technology Services Department			
Classification	Highly Technical Transaction			
Type of Transaction	G2B			
Who May Avail	Private fertilizer/pesticide/suckercide companies			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter of Intent/Request (one original copy) 2. Sample of the Product for testing. 3. Product Brochure (1 copy)			} From the Applicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Review and approval of Test Protocol for Experimental Use Permit				
1. Submit letter of intent/request (Administrator's Office – 3 rd Fl)	1.1 Receive letter/request	None	10 minutes	<i>Priv. Secretary II</i> Administrator's Office (AO)
	1.2 Refer Letter of Intent to the Project Technical Review and Evaluation Committee (PTREC)	None	4 hours	<i>Administrator</i> (AO)
	1.3 Evaluate request, conduct meetings with client, & packages the proposal	None	2 days	<i>PTREC</i> Central Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Attend presentation/ negotiation meeting (Central Office)	2.1 Conduct negotiation/ consultation meeting	None	4 hours	<i>PTREC</i> Central Office
3. Attend technical briefing (Central Office)	3.1 Conduct technical briefing	None	4 hours	<i>PTREC & Accredited Researcher</i> Central Office
4. Submit comments/ requests for revision (DAOp's Office – 3 rd FI)	4.1 Revise proposal, as needed, finalize proposal, budgetary requirements and Memorandum of Agreement (MOA)	None	2 days	<i>PTREC & Accredited Researcher</i> Central Office
	4.2 Approve final protocol proposal and budget	None	1 day	<i>Administrator</i> AO
5. Sign MOA (Adm. Office- 3 rd FI)	5.1 Sign MOA	None	2 hours	<i>Administrator</i> AO
	5.2 Formally constitute the Protocol Implementing Team (PIT)	None	1 hour	<i>Administrator</i> AO
6. Submit product sample (NTA CO / NTA Batac, Ilocos Norte)	6.1 Receive product sample	None	10 minutes	<i>PIT</i> (<i>BO/TLSID-IRD/FTSD</i>)* NTA CO / NTA Batac, Ilocos Norte
7. Pay fees (90%) (Finance Dept- 4 th FI)	7.1 Issue Order of Payment	Refer to Table of Fees Below	2 minutes	<i>Accountant II</i> Accounting Div.- Finance Dept (FD)
	7.2 Issue Official Receipt (OR)	None	5 minutes	<i>Cashier II</i> BCMD-FD

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	7.3 Finalize Project Implementation Plan (PIP) and Cash Flows (CF)	None	1 day	<i>PIT (BO/FTSD)</i> NTA Branch Office concerned
	7.4 Approve final Project Implementation Plan (PIP) and Cash Flows (CF)	None	30 minutes	<i>Administrator</i> AO
8. Receive copy of MOA (PTREC-4 th FI)	8.1 Furnish copy of MOA, with final approved budget	None	5 minutes	<i>PTREC Secretariat</i> Central Office
Total Processing Time			8 Days, 0 Hr, 2 Min	

Note: Issuance of Certificate of Product Efficacy and Suitability qualified for Multi-Stage Processing

- B. Agency Internal Process: Implement protocol activities for 3-8 months, depending on trial type, including preparation of Technical Report and review thereof.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
C. Issuance of Certificate of Product Efficacy and Suitability				
1. Attend initial presentation and discussion of results (Central Office)	1.1 Present Draft Technical Report to requesting party	None	4 hours	<i>PTREC & Accredited Researcher</i> Central Office
	1.2 Finalize Project Technical Report and prepare appropriate Certificate of Product Efficacy and Suitability	None	4 hours	<i>PTREC & Accredited Researcher</i> Central Office
	1.3 Approve Project Tech. Report & Cert. of Product Efficacy and Suitability	None	1 hour	<i>Administrator</i> AO



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.4 Reproduce Report	None	1 day	PTREC Central Office
2. Pay remaining 10% balance & Certification fee (Finance Dept-4 th FI)	2.1 Issue Order of Payment	Refer to Table of Fees Below	2 minutes	Accountant II Acctng, FD
	2.2 Issue Official Receipt	None	3 minutes	Cashier II BCMD, FD
3. Receive Project Technical Report (DAOP's Office-3 rd FI)	3.1 Release Project Technical Report, incl. Certificate of Product Efficacy & Suitability	None	30 minutes	PTREC Central Office
Total Processing Time:			1 Day, 5 Hr, 35 Min	

Note: Issuance of Certificate of Product Efficacy and Suitability qualified for Multi-Stage Processing

* BO – Branch Office

TLSID-IRD – Techno-Laboratory Services & Instrumentation Division-
Industrial Research Department

FTSD - Farm Technology and Services Dept

Table of Fees:

<p>Protocol & Certification Fee</p> <p>a. Product Trial for:</p> <ul style="list-style-type: none"> - Fertilizer - Plant growth enhancer - Biostimulant - Soil Conditioner - Insecticide - Suckercide - Curing Fuel - Curing System 	<p>a. Cost is computed based on actual requirement, dependent on trial type, to include:</p> <ul style="list-style-type: none"> - Labor - Land rental - Supplies and Materials - Laboratory analysis fees - Honoraria of researchers/project team - Administrative fee (25% of MOOE) - Contingency (15% of Supplies and Materials*) <p>b. Certificate of Product Efficacy:</p> <ul style="list-style-type: none"> • PhP 3,000.00 (for new product) • PhP 1,500.00 (for renewal, every 2 yrs) <p>Terms of payment: 90% upon MOA signing 10% upon release of Final Report and Certification</p>
<p>b. Tobacco Varietal Trial</p>	<p><i>Standard costs set by the National Seed Industry Council (NSIC)</i></p>

Sample Computation:

	Particulars	Amount (PhP)
Total Protocol Fee		250,000.00
1 st payment	90% of total	225,000.00
2 nd payment	10% of total	25,000.00
	Certificate of Product Efficacy	3,000.00
	Total	28,000.00