

## APPLICATION FOR ACCREDITATION AS QUARANTINE TREATMENT PROVIDER

### Schedule of Availability of Service:

8:00 am – 5:00 pm (Monday to Friday – NO NOON BREAK)

### Who May Avail of the Services:

Any person/company who are interested in conducting quarantine treatment

### What are the Requirements:

1. Notarized Application Form
  2. Current Mayor's Permit
  3. SEC/CDA or DTI Registration
  4. 2x2 photo of owner and representative
  5. Company Profile
  6. Tax Identification Number
  7. Income Tax Return for the preceding year
  8. Duly Audited Financial Statement for the preceding year
  9. For fumigators:
    - FPA license (company & CPA)
    - List of equipment
    - Name and qualification of personnel
- For HT provider:
- Lay-out of facility
  - Process flow of operations

**Duration:** 10 working days

### How to Avail of the Service:

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In Charge	Fees	Form
1	Submit Notarized Application Form together with other required documents to the nearest PQS office where the business is located	Evaluate application and other documents	2 hours	Applicant / NPQSD Officer	***	NPQSD Application for Accreditation of Treatment Provider Form

2	Interview/Orientation	<ul style="list-style-type: none"> <li>Orientation of PQ rules on quarantine treatment</li> </ul>	2 days	NPQSD Officer		Treatment Provider Checklist Form
3	Actual inspection	<ul style="list-style-type: none"> <li>Conduct inspection of office/facility and physical inventory of equipment</li> </ul>	2 days			
		<ul style="list-style-type: none"> <li>Actual testing of equipment and evaluation of competency of personnel in conducting treatment</li> </ul>	2 days			
		Prepare Inspection/Evaluation Report	2 days	NPQSD Officer		
		Evaluate and endorse application to the Chief	1 day	NPQSD Central Office-Accreditation Unit (NPQSD Officer / Inspector)		
		Prepare Certificate of Accreditation with Corresponding QTP code	2 hours	NPQSD Central Office-Accreditation Unit (NPQSD Officer / Inspector)		
		Evaluate Report and Countersign Certificate of Accreditation	30 minutes	NPQSD Chief		
		Approve or disapprove Certificate of Accreditation	3 hours	BPI Director		
4	Receive Certificate of Accreditation	Release of certificate	2 minutes	Documentation Officer	***	
5	Fill up Feedback Form	Provide and collect feedback form	10 minutes	Documentation Officer		Clientele's Feedback Form
END OF TRANSACTION						

\*\*\* Refer to DA Administrative Circular No. 09, Series of 2015, "Plant Quarantine Service Regulatory Fees"