



1. Application for Plant Variety Protection

The Plant Variety Protection Office (PVPO) of the Bureau of Plant Industry (BPI) issues Certificate of Plant Variety Protection (CPVP) that will protect and secure the exclusive rights of breeders with respect to their new plant variety pursuant to Republic Act 9168 otherwise known as the “Philippine Plant Variety Protection Act” of 2002.

Office:	Plant Variety Protection Office	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government	
Who may avail:	Plant Breeders, Breeding Institution	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Accomplished Application Forms (1 original and 1 photocopy each): a. BPI-PVPO Form No. 001 - Application Form b. BPI-PVPO Form No. 002 - Exhibit A c. BPI-PVPO Form No. 003 - Exhibit B d. BPI-PVPO Form No. 004 - Exhibit C	PVPO / PVPO official website
	2. Photographs of the Applied Variety (1 printed and 1 electronic copy)	Applicant
	3. Accomplished Crop-Specific Technical Questionnaire (1 original and 1 photocopy)	PVPO / PVPO Official Website
	4. Special Power of Attorney (SPA) / Memorandum of Agreement (MOA) for Authorized Representative (1 original and 1 photocopy)	Applicant
	5. Proof of acquisition (for applicant that is the successor-in-interest) (1 original and 1 photocopy)	Source of the variety
	6. Planting Materials for the Distinctness, Uniformity and Stability (DUS) field trial / Grow-Out Test (please refer to the crop-specific DUS test guidelines for the required number per crop)	Applicant



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents	1.1. Receive and assess the applicant's submitted documents for completeness	None	1 Hour	<i>Technical Staff PVPO</i>
	1.2. Accord a filing date and application number	None	5 Minutes	<i>Technical Staff PVPO</i>
	1.3. Record the application in the computer-based PVP Registry System	None	10 Minutes	<i>Technical Staff PVPO</i>
2. Secure a copy of Order of Payment and pay the initial fees	2.1. Issue Order of Payment for the initial fees (Application Fee and Publication of the Application Fee)	None	10 Minutes	<i>Technical Staff PVPO</i>
	2.2. Accept the payment and issue the Official Receipt	Application Fee - PHP 1,200 Publication Fee - PHP 5,700	5 Minutes	<i>Collecting Officer BPI</i>
	2.3. Publish the application in the Plant Variety Gazette	None	Within 60 Days upon receipt of the application	<i>Computer Programmer I PVPO</i>
3. Coordinate with PVPO Staff	3.1. Check the availability of DUS test guidelines	None	1 Hour	<i>Technical Staff PVPO</i>
	3.2. Coordinate with the applicant the manner of conducting the DUS field trial / Grow-out test	None	1 Day	<i>Technical Staff PVPO</i>



4. Conduct of DUS field trial / Grow-out test	4.1. Provide technical assistance	None	Two (2) growing seasons	<i>PVP Examiners, Technical Staff PVPO</i>
5. Coordinate with PVPO staff the schedule of DUS evaluation	5.1. Conduct DUS test / morphological characterization during vegetative, reproductive and harvesting stage	None	1 Day	<i>PVP Examiners, Technical Staff PVPO</i>
	5.2. Consolidate and analyze data	None	2 Hours	<i>Technical Staff PVPO</i>
	5.3. Prepare DUS Test Report	None	2 Hours	<i>Technical Staff PVPO</i>
	5.4. Conduct PVP Examiners' Meeting / assessment of the criteria for the grant of CPVP	None	1 Day	<i>PVP Examiners, Technical Staff PVPO</i>
	5.5. Prepare Distinctness Report	None	1 Hour	<i>Technical Staff PVPO</i>
	5.6. Coordinate and confirm the availability of the PVP Board	None	1 Day	<i>Technical Staff PVPO</i>
	5.7. Convene PVP Board Meeting	None	1 Day	<i>Board, DUS Examiners, Technical Staff PVPO</i>
	5.8. Prepare the CPVP	None	30 Minutes	<i>Computer Programmer I PVPO</i>
	5.9. Sign the CPVP	None	1 Day	<i>Acting Registrar PVPO</i>



6. Pay the remaining fees and other related charges	6.1. Issue Notice of Approval and Billing Statement thru email	None	1 Day	<i>Technical Staff PVPO</i>
	6.2. Issue Order of Payment	None	10 Minutes	<i>Technical Staff PVPO</i>
	6.3. Accept the payment and issue the Official Receipt	Field Inspection Fee - PHP 1,500 per variety per visit (max. of 3 examiners per visit) Issuance of CPVP - PHP 200 per copy None Publication Fee - PHP 5,700	5 Minutes	<i>Collecting Officer BPI</i>
7. Receive the CPVP	7.1. Issue the CPVP	None	5 Minutes	<i>Technical Staff PVPO</i>
	7.2. Publish the CPVP and DUS Test Report in the Plant Variety Gazette	None	1 Hour (Within 30 Days upon issuance of CPVP)	<i>Computer Programmer I PVPO</i>
8. Fill-up Clientele Feedback form	8.1. Issue and collect Clientele Feedback Form	None	10 Minutes	<i>Technical Staff PVPO</i>
TOTAL:		PHP 14,300	N/A	