

Department of Agriculture
BUREAU OF PLANT INDUSTRY

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BPI MEMORANDUM CIRCULAR

No. 05
Series of 2021

**SUBJECT: REQUIREMENTS ON THE OFFICIAL ACCREDITATION OF BPI
TRAINING SERVICE PROVIDERS ON FOOD SAFETY**

Pursuant to Section 31. 2 of the Implementing Rules and Regulations of the Republic Act No. 10611 also known as *Food Safety Act of 2013* (JDA-DOH-AO No. 2015-0007) which states that the DA and the DOH shall develop and conduct food safety trainings designed specifically for FSCOs, the FBOs, and the FSRAs --- Other government institutions, the academe, professional associations and third party service providers may also conduct food safety trainings provided that these are recognized by the FSRAs, this Circular is hereby issued.

Section 1. Scope. This Circular shall apply to institution, corporation or organization offering training courses such as short courses and skills programs including seminars and symposia to individuals, corporations and organizations on the Food Safety Act and its requirements.

Section 2. Definition of Terms

1. *Official Accreditation* refers to the procedures done and embodied into a document issued by the BPI formally recognizing the competence of a training body to provide the said service on behalf of BPI;
2. *Trainers* refer to individual persons who possess the qualifications required for a trainer in accordance with this Circular;
3. *Training Service Provider* refers to institution, corporation or organization providing/offering training courses such as short courses and skills programs.

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Chief, Records Section
Bureau of Plant Industry

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A food-secure and resilient Philippines

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Section 3. Initial Requirements

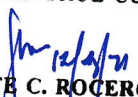
3.1. Qualifications. The applicant must possess the following minimum qualifications:

- a. Must have juridical personality formally authorized to conduct training activities;
- b. Must have conducted at least three training courses preferably training in food safety within the year;
- c. Must have a sound business plan including reasonable training fees for conducting training and adequate financial and organizational resources to execute the same;
- d. Must have a pool of qualified line-up of at least five (5) trainors who can effectively deliver, as a minimum, the required training in accordance with the Food Safety Act of 2013, its Implementing Rules and Regulations and its requirements, and who possess the following minimum qualifications:
 - 1) Of legal age;
 - 2) Filipino residing in the Philippines;
 - 3) Holder of at least a Bachelor's degree;
 - 4) With at least two (2) year experience on the assigned topic supported by an appropriate documentary proof.

3.2. Documentary Requirements

- a. Letter of Intent;
- b. Application Form accomplished by the applicant, together with attached latest 2x2 colored picture (white background) of the owner and representative/s;
- c. Certificate of Registration from the concerned Philippine Government Agency;
- d. Articles of Incorporation and Bylaws where providing training services is one of its objectives and purposes;
- e. Business Permit;
- f. Organizational profile;
 - 1) Basic Information (Name/address/contact details);
 - 2) List of programs and services;
 - 3) Historical profile of training conducted;
 - 4) List of Key Officers and Staff; and,
 - 5) List of Trainors with their individual profile/bio-data.

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- g. Tax Identification Number of the Corporation/Organization/Sole Proprietorship; and,
- h. Audited Financial Statement for the previous year (CTC) except for the following businesses:
 - a) Newly established business which is less than one year in its operation; or
 - b) Other entities or bodies which are explicitly exempted under the law, agreement or other similar legal instruments.

Section 4. Adoption of the Prescribed Food Safety Training Curriculum

For purposes of standardizing the minimum knowledge and information that the food safety compliance officers and other plant food practitioners need to acquire, the accredited training service provider shall submit an undertaking to adopt the BPI prescribed food safety training curriculum.

Further, the applicant training service provider shall submit an undertaking that it shall utilize the services of its pool of trainers in the conduct of the training courses.

Section 5. Application Fee

New Accreditation	- Five Thousand Pesos (Php 5, 000.00)
Renewal of Accreditation	- Three Thousand Pesos (Php 3, 000.00)

Section 6. Renewal of Accreditation

The accredited training service provider may apply for the renewal of accreditation two (2) months prior to the expiration of its accreditation.

6.1. Documentary Requirements for Renewal:

The following documents must be submitted:

- a) Letter-application for renewal;
- b) Updated list of Trainers;
- c) Reports of training conducted;
- d) List of participants per training conducted;
- e) Modules of Training Conducted;
- f) Copy of Annual Report of the institution covering all its activities, programs and undertakings; and,
- g) New Business Permit.

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6.2. Pool of Trainors

Any new member of the trainors' pool must possess the minimum qualifications and must comply with the requirements set forth in this Circular.

6.3. Grounds for non-approval of renewal:

- a) Incomplete submission of documentary requirements;
- b) Non-conduct of at least three (3) trainings within the accreditation period;
- c) Non-adoption of the minimum standards set forth in the Standard Training Curricula; and,
- d) Non-compliance with any of the provisions of this circular, rules and regulations issued pursuant to the Food Safety Act of 2013.

Section 7. Procedures for Accreditation. The following steps or procedure shall be observed in the accreditation of training service providers:

1. Evaluation of the Application
 - a. The Applicant for accreditation of training service providers shall submit to the BPI - PPSSD the notarized application form and the documentary requirements specified in this Circular.
 - b. Upon submission, the designated staff at the BPI shall check the submitted application as to the completeness of the required documents. Application with incomplete requirements shall be returned to the applicant stating the reason for non-acceptance.
 - c. The BPI designated staff shall evaluate the submitted accomplished application form together with the required documents.
 - d. Only applicant who has submitted the complete documents shall pay the application fee.
2. Payment of application fee. The applicant shall pay the application fee at the BPI Cashier in accordance with Section 5 herein.
3. Evaluation of training service provider. The Applicant shall be evaluated for validation purposes and compliance with the requirements provided in this Circular. The BPI - PPSSD shall conduct evaluation of the documentary requirements submitted by the Applicant. An evaluation form shall be accomplished by the BPI - PPSSD, which shall be considered in the endorsement of the application.
4. Endorsement of the application. The Chief of the PPSSD shall endorse the application to the BPI Director upon compliance with the documentary requirements for appropriate action. All decisions on the application shall be in writing, including the reason/s if the application is denied.
5. Release to the Applicant.

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- a. The BPI – PPSSD shall issue the Certificate of Accreditation within twenty (20) working days upon receipt of the application.
- b. Only the applicant or his authorized representative/s shall be allowed to receive the Certificate of Accreditation.
- c. Certificate of Accreditation are barcoded for online viewing.

Section 8. Validity of Accreditation

A. Initial/New Accreditation

Initial accreditation will be valid for one (1) year from the date of approval, unless earlier revoked by the BPI.

B. Renewal of Accreditation

The renewal of accreditation shall be valid for a period of two (2) years from the date of approval, unless earlier revoked by the BPI.

Section 9. Cancellation/Revocation of Accreditation

Grounds for Cancellation/Revocation:

- a) Issuance of false or falsified certificate of training/participation/attendance;
- b) Allowing the use of its Accreditation number by any unauthorized training provider;
- c) Non-compliance with any of the provisions of this Circular, rules and regulations issued pursuant to the FSA and the requirements for accreditation; and,
- d) Other acts analogous to the foregoing.

A Training Service Provider whose accreditation has been cancelled may apply for new accreditation. Provided, that no further accreditation shall be granted after two (2) cancellations/revocations.

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Section 10. Report Requirement

The following reports shall be submitted regularly by the accredited training service provider:

1. Quarterly submission of Schedule/calendar of training activities to be submitted one (1) month prior to the subject quarter; and
2. Annual Report on the training activities conducted to be submitted fifteen (15) days after the end of the calendar year.

These reports shall be submitted to the BPI- PPSSD.

Section 11. Miscellaneous Provision

The list of all Accredited Training Service Providers shall be made available to the Food Business sector and shall be posted at the BPI's website.

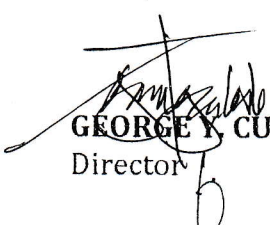
The BPI shall not be held liable for any damage or loss that may arise from the selection or engagement of any accredited training provider by any person for their training.

Section 12. Repealing Clause

All issuances that are inconsistent with these Guidelines shall be deemed repealed and/or modified accordingly.

Section 13. Effectivity

This Circular shall take effect after fifteen (15) days following the completion of its publication in two (2) newspapers of general circulation and after its registration with the Office of the National Administrative Register, UP Law Center.


GEORGE Y. CULASTE, Ph.D.
Director

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