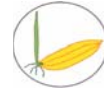




Department Of Agriculture
BUREAU OF PLANT INDUSTRY
NATIONAL SEED INDUSTRY COUNCIL



**GUIDELINES ON THE SEED AND PLANT MATERIAL
PRODUCTION PROJECT**

A. The Proposal

- a. The proponent shall prepare a program using the **SPMProd Form 1** to produce seeds and or planting materials, which funding requirement shall not exceed two hundred thousand pesos (P200, 000.00).
- b. The proposal shall bear the name and signature of the Chief of the Production Center and shall be recommended by the Regional Executive Director. For the Crop Production Division of the BPI Central Office and Research and Development centers, the Assistant Director shall be the recommending authority; and
- c. The proposal shall be addressed to the Executive Director of NSIC coursed through the Council Secretariat.

B. Collection and Deposit

- a. The sales/income derived from the grant shall be deposited in the existing bank account or Seed Fund of the Council, 1772101755, Land Bank of the Philippines, Bangko Sentral ng Pilipinas Complex, Roxas Boulevard, Manila;
- b. The beneficiary shall prepare a separate financial report for this project;
- c. The Accounting Office of BPI shall, therefore, prepare and maintain a separate book and ledger for the collection and deposits from the grant;
- d. The Accounting Office of the BPI shall record such sales income according to beneficiaries; and
- e. The Accountant of the BPI shall prepare a semi and annual financial reports for the review by the Executive Director and the Council.

C. Promotion

The Chair of the Seed Promotion and Extension Technical Working Group in coordination with the NSIC Secretariat may be tasked to prepare a promotional plan in coordination with the Council Secretariat. The plan is subject to the approval of the Executive Director.

D. Project Accomplishment Monitoring

- a. The beneficiary shall prepare a semi-annual and final accomplishment reports using a Form to be provided by the National Seed Industry Council Secretariat; and
- b. Upon completion of the project, and compliance with existing government accounting and auditing rules and regulations, the beneficiary can submit another proposal in an amount equivalent to 60 percent of the total collection and deposits generated from the approved project proposal;
- c. A new proposal by a previous and new beneficiary shall be subject to review and approval of the Executive Director

E Additional Policies

The Executive Director of NSIC shall issue any additional policies in the administration and implementation of this program.

F. Effectivity

These guidelines take effect immediately and supersede any other guidelines inconsistent herewith.

LEALYN A. RAMOS

Acting Executive Director
National Seed Industry Council

15 November 2005