



FLOW CHART FOR REGULAR (PRIVATE) AND ORGANIC AGRICULTURE EXTENSION SERVICE PROVIDERS (ESP) ACCREDITATION PROCEDURE

Clients: RBOs; Cooperatives; NGO; PO; Business Entities; Foundations; Faith-Based Organizations

Requirements: Stated Below

Schedule of Availability: Monday to Friday, 8:00 am to 5:00 pm

Step	Client	Agency Activity/ Action	Person/ Unit Responsible	Location of Office	Transaction Period	
					Duration of Activity	Day
1		Dissemination of forms and Guidelines Encourage and Invite potential ESP in the National and Regional level through briefings and announcements during trainings, seminars, conventions and symposium	National and Regional Secretariat	ATI Central Office and Regional Training Center	1 hour	
2	Preparation and submission of Documentary Requirements Fills up and files the application form ATI-QF/PAD-30 together with the requirements needed If applying for Regular (Private) ESP use the form "ATI-QF/PAD-02" and if for Organic Agriculture ESP use the form "ATI-QF/PAD-09" ATI-QF/PAD-03 ATI-QF/PAD-04 ATI-QF/PAD-05 ATI-QF/PAD-06 ATI-QF/PAD-07		National and Regional Secretariat	ATI Central office and Regional Training Center	2 hours	
3		Processing of filled-up forms with requirements needed Stamp receive the filled application forms with its requirements	National and Regional Secretariat	ATI Central office and Regional Training Center	10 mins	Day 1
4		Evaluation of Application Conducts documentary table evaluation using applicants checklist (ATI-QF/PAD-30)	National and Regional Secretariat	ATI Central office and Regional Training Center	4 hours	Day 1
5	May comply with the required documents	Preparation of report and recommendation In case of lacking documents	National and Regional Secretariat	ATI Central office and Regional Training Center	1 day 7 days	Day 2 Day 3-10
6		Ocular Inspection/ Field Validation ATI-QF/PAD-14	National and Regional Secretariat		2-5 days	Day 11-15
7	May file request for recommendation within five (5) days upon receipt of disapproval notice	Preparation of Report and Recommendation and Issuance of notice of approval/ disapproval If disapproved, the National Secretariat will inform the applicant on the reasons of disapproval	National and Regional Secretariat	ATI Central office and Regional Training Center	5 days 5 days	Day 16-20 Day 21-25
8	Acceptance of Certificate of Accreditation	Issuance of Certificate of Accreditation to the ESP	National Chairperson	ATI Central Office	10 days	Day 21-30

Requirements:

Legal Documents: Certified true copy of Articles of Incorporation; By-Laws and Amendments with SEC or CDA; DTI Business Name or SEC Certificate; TIN; Mayor's Permit; Sworn affidavit of the Corporate Secretary that no officer or employee or director is agent of or related by consanguinity or affinity up to 3rd degree to any officials authorized to approve its application for accreditation; certificate of recognition from DA & other government agencies.

Technical Documents: List of trainings within the last 3 years; competency matrix of all trainers, trainings support staff & faculty on call; list of names of officials & employees with designations, nationalities, home address; list of identified training venues that OA ESP owns; type & number of equipment that OA ESP owns, under lease or purchased.

Financial Documents: Financial statement "received" by BIR or accredited institution for immediate preceding year with total & current assets & liabilities or certification of exemption; certification from ESP Depository Bank; ESP treasurer's affidavit certifying under oath that at least 25% of the capital stock has been subscribed & paid; letter authorizing the ATI any or all of the documents are authentic & original copy; If cooperative, certification of good standing.