



1. Galing! Bataan Brand Development Program Accreditation				
Accreditation of assisted MSMEs				
Office or Division:	Office of the Provincial Cooperative and Enterprise Development Officer - Enterprise Development Division			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	Food Processors, Agri-Producers and Non-Food Manufacturers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. BDP Form 01, 02, 03 2. DTI Business Registration (For Single Proprietorship) (1 photocopy) 3. Certificate of Operation from CDA (For Cooperatives) (1 photocopy) 4. SEC Registration (Corporation and Partnership) (1 photocopy) 5. Mayor's Permit (1 photocopy) 6. FDA License to Operate (For Food Processors) (1 photocopy) 7. BIR 2303, 0605, and official receipt (1 photocopy) 8. Proper packaging and labeling of products (1 photocopy) 9. Certificate of relevant training programs attended (1 photocopy) Food: cGMP, HACCP, SSOP, 5s of Good Housekeeping, and other relevant trainings Non-Food: 5s of Good House keeping and other relevant trainings		1. Provincial Cooperative and Enterprise Development Office 2. Department of Trade and Industry (DTI) 3. Cooperative Development Authority 4. Security Exchange Commission 5. Business Permit and Licensing Office 6. Food and Drug Administration (FDA) 7. Bureau of Internal Revenue (BIR) 8. Client 9. Other Agencies giving Trainings/Seminars		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
1. Submits filled-up form with documentary requirements	1. Receives application form with documentary requirements. If complete, proceed to next step. If incomplete, return to client to rework requirement	None	10 minutes	<i>Development Management Officer I</i> Enterprise Development Division
2. None	2. Reviews collected accreditation requirements and endorses to Project Development Officer II. If complete, proceed to next step, if incomplete, informs client to rework requirements	None	20 minutes	<i>Development Management Officer I</i> Enterprise Development Division
3. None	3. Prepares Certificate of Accreditation and forwards to Project Development Officer II for initial	None	10 minutes	<i>Development Management Officer I</i> Enterprise Development Division



4. None	4. Reviews Certificate of Accreditation and recommends approval of Department	None	5 minutes	<i>Project Development Officer II Enterprise Development Division</i>
5. None	5. Approves and signs Certificate of Accreditation	None	5 minutes	Department Head
6. Receives Galing! Bataan Brand Development Program Certificate of Accreditation	6. Collects and Issues signed Certificate of Accreditation then updates logbook	None	5 minutes	<i>Development Management Officer I Enterprise Development Division</i>
TOTAL		None	55 minutes	