

A. Handling of Customer’s Request for Packaging and Labeling Services				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up the Package Design Brief	1. Facilitate filling up of Package Design Brief (PDB)	None	1 day	Provincial Science and Technology Center Staffs
· The customer must comply with Food and Drug Administration (FDA) requirements for processed food products				
	2. Endorsement / submission to Regional Office		1 day	Provincial Science and Technology Directors
	3. Receipt of Package Design Brief		5 minutes	P&L Focal Person and In-house Designer
	4. Preparation of Draft Product Packaging / Labeling Design		15 days	In-house Designer
	5. Send Draft design to PSTC/Customer for evaluation		1 day	In-house Designer
	6. Evaluation by PSTC and Customer and revision by the Designer (maximum of three revisions)		5 to 15 days	Customer
				PSTDs/PSTC Staff
				In-house Designer
	7. Finalization of Design		1 day	In-house Designer
	8. Endorsement of Final Packaging and Labeling Design		1 hour	ARD for Technical Services
	9. RD’s Appropriate Action		1 day	Regional Director
	10. Acceptance of Design with CD		5 minutes	Provincial Science and Technology Directors