

I.D. Packaging and Labeling Services

The service aims to provide appropriate Packaging and Labeling design that is also compliant with the mandatory requirements of the regulatory body.				
Office or Division:	Provincial Science and Technology Centers and;			
	Regional Office- Packaging and Labeling Unit			
Classification:	Highly Technical			
Type of Transaction:	G2C - for services whose client is the transacting public			
	G2B - for services whose client is a business entity			
	G2G - for services whose client is another government agency, government			
Who may avail:	1. Micro, Small and Medium Enterprises			
	2. Any government entity and Local Government Unit, Civil Society			
	3. Academic Institutions with attached business-like operating units and			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Package Design Brief		Provincial Science and Technology Centers and Regional Office - Packaging and Labeling Unit		
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