|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 |
|  | 1. Endorsement / submission to Regional Office | 1 day | Provincial Science and Technology Directors |
|  | 1. Receipt of Package Design Brief | 5 minutes | P&L Focal Person and In-house Designer |
|  | 1. Preparation of Draft Product Packaging / Labeling Design | 15 days | In-house Designer |
|  | 1. Send Draft design to PSTC/Customer for evaluation | 1 day | In-house Designer |
|  | 1. 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 |
|  | 1. Finalization of Design | 1 day | In-house Designer |
|
|  | 1. Endorsement of Final Packaging and Labeling Design | 1 hour | ARD for Technical Services |
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|  | 1. RD’s Appropriate Action | 1 day | Regional Director |
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|  | 1. Acceptance of Design with CD | 5 minutes | Provincial Science and Technology Directors |
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