List of Government Services Classified into Simple, Complex, and Highly Technical
of DBM in Conformity with Memorandum Circular 2019-002

Government Service	Classification	Request Channel	Requirements	Fees	Prescribed Processing Time		
					Client Steps	Agency Action	Time
Sales of Philippine National Standards/ ISO International Standards • Print-on-demand system only.	Simple	Walk-in (Standards Data Center Bureau of Philippine Standards Department of Trade and Industry 3/F Trade and Industry Bldg. 361 Sen. Gil Puyat Ave. Makati City 1200 Philippines)	1. Filled-up request form (digital copy) – SD-SMD-SDC-QF01 2. PNS Payment Slip – SD-SMD-SDC-QF02 3. Original Official Receipt issued by the DTI Cashier	PNS Price List (See below.) ISO Price Structure (www.iso.org) – *applicable to ISO standards not promulgated as Philippine National Standards (PNS)*	Inquires on PNS and ISO or IEC International Standards.	DTI-BPS Checks availability of standard and informs Client of price based on the list.	15 minutes
					Fills-up PNS request form. (www.bps.dti.gov.ph)	DTI-BPS Reviews form and issues payment slips (BPS and DTI- Cashier's) to client	10 minutes
					Proceeds to the DTI Cashier at the 4th Floor	DTI-BPS Prepares copy of PNS/ IS. • Ensures BPS/ ISO/ IEC copyright • Indicates ownership	1-50 pages: 10 minutes 51-100 pages: 20 minutes 101-200 pages: 45 minutes 201-300 pages: 60 minutes 301 and more pages: 90 minutes
						DTI-BPS Prints copyrighted PNS/ ISO/ IEC standards. • Certifies as true copy	
					Submits payment and payment slip to the DTI Cashier (cash or managers check only payable to Department of Trade and Industry).	DTI Cashier • Receives payment slips • Signs payment slips. Files Cashier's copy. • Issues Official Receipt (OR).	10 minutes
					Receives signed payment slip (BPS copy) and Official Receipt (OR).		
					Returns to BPS • Submits signed BPS' copy of payment slip.	DTI-BPS • Receives signed payment slip • Photocopies and files Official Receipt	10 minutes

					• Presents Official Receipt. • Fills-up client satisfaction feedback form	• Issues copyrighted PNS/ ISO/ IEC standards	
Total							55 minutes (For 1-50 pages) 65 minutes (For 51-100 pages) 85 minutes (For 101-200 pages) 105 minutes (For 201-300 pages) 135 minutes (For 301 and more pages)

*The time specified pertains to the duration of an applicant's transaction.

*If there's a queue on the purchase request, or there's a high number of clients, more waiting time is expected.

Government Service	Classification	Request Channel	Requirements	Fees	Prescribed Processing Time		
					Client Steps	Agency Action	Time
Sales of Philippine National Standards/ ISO International Standards • Print-on-demand system only.	Simple	Call (791.3127 and 791.3126)	1. Filled-up online request form SD-SMD-SDC-QF01 2. PNS Payment Slip – SD-SMD-SDC-QF02 3. Original Official Receipt issued by the DTI Cashier	PNS Price List (See below.) ISO Price Structure (www.iso.org) – *applicable to ISO standards not promulgated as Philippine National Standards (PNS)*	Inquires on PNS and ISO or IEC International Standards.	DTI-BPS Checks availability of standard and informs Client of price based on the list.	15 minutes
					Fills-up online PNS request form. (www.bps.dti.gov.ph)		10 minutes
					Submits online PNS request form.	DTI-BPS Reviews form and calls client to validate request.	10 minutes
					Validates request		
						TOTAL	*35 minutes*
						DTI-BPS Prepares copy of PNS/ IS. • Ensures BPS/ ISO/ IEC copyright • Indicates ownership DTI-BPS • Prints copyrighted PNS/ ISO/ IEC standards. • Certifies as true copy	1-50 pages: 10 minutes 51-100 pages: 20 minutes 101-200 pages: 45 minutes 201-300 pages: 60 minutes 301 and more pages: 90 minutes
					Proceeds to the DTI-BPS (On the same day of request or on a preferred date).	DTI-BPS • Prints online request form and requests client to sign. • Issues payment slips (BPS and DTI- Cashier's) to client	10 minutes

					Proceeds to the DTI Cashier at the 4th Floor	DTI Cashier • Receives payment slips	
					Submits payment and payment slip to the DTI Cashier (cash or managers check only payable to Department of Trade and Industry).	• Signs payment slips. Files Cashier's copy. • Issues Official Receipt (OR).	10 minutes
					Receives signed payment slip (BPS copy) and Official Receipt (OR).		
					Returns to BPS • Submits signed BPS' copy of payment slip. • Presents Official Receipt. • Fills-up client satisfaction feedback form	DTI-BPS • Receives signed payment slip • Photocopies and files Official Receipt • Issues copyrighted PNS/ ISO/ IEC standards	10 minutes
Total							*30 minutes (for payment and pick-up)*

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*If there's a queue on the purchase request, or there's a high number of clients, more waiting time is expected.

Government Service	Classification	Request Channel	Requirements	Fees	Prescribed Processing Time		
					Client Steps	Agency Action	Time
Sales of Philippine National Standards/ ISO International Standards • Print-on-demand system only.	Simple	E-mail (bps@dti.gov.ph/ standardsdatacenterbps @dti.gov.ph) (Addressed to: Director Neil P. Catajay Bureau of Philippine Standards Department of Trade and Industry 3/F Trade and Industry Bldg. 361 Sen. Gil Puyat Ave. Makati City 1200 Philippines)	1. Filled-up online request form SD-SMD-SDC-QF01 2. PNS Payment Slip – SD-SMD-SDC-QF02 3. Original Official Receipt issued by the DTI Cashier	PNS Price List (See below.) ISO Price Structure (www.iso.org) – *applicable to ISO standards not promulgated as Philippine National Standards (PNS)*	• Sends e-mail to DTI-BPS. • Inquires on PNS and ISO or IEC International Standards.	DTI-BPS • Receives e-mail. • Reviews e-mail and checks availability of standard. • Informs Client of price list. • Prepares response to client. • Sends signed response to client.	15 minutes
						DTI-BPS • Calls client to validate request. • Requests client to fill-up online PNS request form.	15 minutes
					Fills-up online PNS request form. (www.bps.dti.gov.ph)		10 minutes
					Submits online PNS request form.	DTI-BPS Reviews form.	
						TOTAL	*40 minutes*
						DTI-BPS Prepares copy of PNS/ IS.	1-50 pages: 10 minutes

					Client Steps	Agency Actions	Processing Time
						• Ensures BPS/ ISO/ IEC copyright • Indicates ownership	51-100 pages: 20 minutes 101-200 pages: 45 minutes 201-300 pages: 60 minutes 301 and more pages: 90 minutes
						DTI-BPS • Prints copyrighted PNS/ ISO/ IEC standards. • Certifies as true copy	
					Proceeds to the DTI-BPS (On the same day of request or on a preferred date).	DTI-BPS • Prints online request form and requests client to sign. • Issues payment slips (BPS and DTI-Cashier's) to client	10 minutes
					Proceeds to the DTI Cashier at the 4th Floor	DTI Cashier • Receives payment slips • Signs payment slips. Files Cashier's copy. • Issues Official Receipt (OR).	
					Submits payment and payment slip to the DTI Cashier (cash or managers check only payable to Department of Trade and Industry).		10 minutes
					Receives signed payment slip (BPS		

					copy) and Official Receipt (OR).		
					Returns to BPS • Submits signed BPS' copy of payment slip. • Presents Official Receipt. • Fills-up client satisfaction feedback form	DTI-BPS • Receives signed payment slip • Photocopies and files Official Receipt • Issues copyrighted PNS/ ISO/ IEC standards	10 minutes
			Total				*30 minutes (for payment and pick-up)*

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Government Service	Classification	Request Channel	Requirements	Fees	Prescribed Processing Time		
					Client Steps	Agency Action	Time
Sales of Philippine National Standards/ ISO International Standards • Print-on-demand system only.	Simple	Letter/ Memo (Addressed to: Director Neil P. Catajay Bureau of Philippine Standards Department of Trade and Industry 3/F Trade and Industry Bldg. 361 Sen. Gil Puyat Ave. Makati City 1200 Philippines)	1. Filled-up online request form SD-SMD-SDC-QF01 2. PNS Payment Slip – SD-SMD-SDC-QF02 3. Original Official Receipt issued by the DTI Cashier	PNS Price List (See below.) ISO Price Structure (www.iso.org) – *applicable to ISO standards not promulgated as Philippine National Standards (PNS)*	• Sends letter/ memo to DTI-BPS. • Inquires on PNS and ISO or IEC International Standards.	DTI-BPS • Receives letter/ memo • Reviews letter/ memo and checks availability of standard. • Informs Client of price list.	15 minutes
						DTI-BPS • Calls client to validate request. • Requests client to fill-up online PNS request form.	15 minutes
					Fills-up online PNS request form. (www.bps.dti.gov.ph)		10 minutes
					Submits online PNS request form.	DTI-BPS • Receives form. • Reviews form.	
						TOTAL	*40 minutes*
						DTI-BPS • Prepares response to client. • Sends signed response to client.	16 hours
						DTI-BPS Prepares copy of PNS/ IS. • Ensures BPS/ ISO/ IEC copyright • Indicates ownership	1-50 pages: 10 minutes 51-100 pages: 20 minutes 101-200 pages: 45 minutes 201-300 pages: 60 minutes 301 and more pages: 90 minutes
						DTI-BPS • Prints copyrighted PNS/ ISO/ IEC standards.	

					Client Steps	Agency Actions	Processing Time
						• Certifies as true copy	
					Proceeds to the DTI-BPS (On the same day of request or on a preferred date).	DTI-BPS • Prints online request form and requests client to sign. • Issues payment slips (BPS and DTI- Cashier's) to client	10 minutes
					Proceeds to the DTI Cashier at the 4th Floor	DTI Cashier • Receives payment slips	
					Submits payment and payment slip to the DTI Cashier (cash or managers check only payable to Department of Trade and Industry).	• Signs payment slips. Files Cashier's copy. • Issues Official Receipt (OR).	10 minutes
					Receives signed payment slip (BPS copy) and Official Receipt (OR).		
					Returns to BPS • Submits signed BPS' copy of payment slip. • Presents Official Receipt. • Fills-up client satisfaction feedback form	DTI-BPS • Receives signed payment slip • Photocopies and files Official Receipt • Issues copyrighted PNS/ ISO/ IEC standards	10 minutes
Total							*30 minutes (for payment and pick-up)*

*The time specified pertains to the duration of an applicant's transaction.

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Government Service	Classification	Request Channel	Requirements	Fees	Prescribed Processing Time		
					Client Steps	Agency Action	Time
Sales of Philippine National Standards/ ISO International Standards • Print-on-demand system only.	Simple	Online (www.bps.dti.gov.ph)	1. Filled-up online request form SD-SMD-SDC-QF01 2. PNS Payment Slip – SD-SMD-SDC-QF02 3. Original Official Receipt issued by the DTI Cashier	PNS Price List (See below.) ISO Price Structure (www.iso.org) – *applicable to ISO standards not promulgated as Philippine National Standards (PNS)*	• Searches PNS from BPS Standards and Conformance portal. (www.bps.dti.gov.ph) • Fills-up online PNS request form. (www.bps.dti.gov.ph) • Submits online PNS request form.	DTI-BPS • Receives form. • Reviews form and checks availability of standard.	15 minutes
						DTI-BPS • Calls client to validate request.	15 minutes
						TOTAL	*30 minutes*
						DTI-BPS Prepares copy of PNS/ IS. • Ensures BPS/ ISO/ IEC copyright • Indicates ownership	1-50 pages: 10 minutes 51-100 pages: 20 minutes 101-200 pages: 45 minutes 201-300 pages: 60 minutes 301 and more pages: 90 minutes
						DTI-BPS • Prints copyrighted	

						PNS/ ISO/ IEC standards. • Certifies as true copy	
					Proceeds to the DTI-BPS (On the same day of request or on a preferred date).	DTI-BPS • Prints online request form and requests client to sign. • Issues payment slips (BPS and DTI- Cashier's) to client	10 minutes
					Proceeds to the DTI Cashier at the 4th Floor	DTI Cashier • Receives payment slips • Signs payment slips. Files Cashier's copy. • Issues Official Receipt (OR).	
					Submits payment and payment slip to the DTI Cashier (cash or managers check only payable to Department of Trade and Industry).		10 minutes
					Receives signed payment slip (BPS copy) and Official Receipt (OR).		
					Returns to BPS • Submits signed BPS' copy of payment slip. • Presents Official Receipt. • Fills-up client satisfaction feedback form	DTI-BPS • Receives signed payment slip • Photocopies and files Official Receipt • Issues copyrighted PNS/ ISO/ IEC standards	10 minutes
Total							*30 minutes (for payment and pick-up)*

*The time specified pertains to the duration of an applicant's transaction.

*If there's a queue on the purchase request, or there's a high number of clients, more waiting time is expected.