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

Government	Classification	Request	Requirements	Fees	Pre	escribed Processing Time	
Service		Channel	•		Client Steps	Agency Action	Time
Sales of Philippine National Standards/ ISO	Simple	Walk-in (Standards Data Center Bureau of Philippine	1. Filled-up request form (digital copy) – SD-SMD- SDC-QF01	PNS Price List (See below.) ISO Price Structure	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
International Standards • Print-on- demand		Standards Department of Trade and Industry	2. PNS Payment Slip – SD- SMD-SDC- QF02	(www.iso.org) – applicable to ISO standards not promulgated	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
system only.	ystem 3/F Trade and 3. Original as Philippine	Proceeds to the DTI Cashier at the 4th Floor Submits payment and	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 DTI Cashier	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			
					payment slip to the DTI Cashier (cash or managers check only payable to Department of Trade and Industry). Receives signed payment slip (BPS copy) and Official Receipt (OR).	 Receives payment slips Signs payment slips. Files Cashier's copy. Issues Official Receipt (OR). 	10 minutos
					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	Classification	Request	Requirements	Fees	Pres	cribed Processing Time	
Service		Channel			Client Steps	Agency Action	Time
Sales of Philippine National Standards/ ISO International	Simple	Call (791.3127 and 791.3126)	Filled-up online request form SD-SMD-SDC- QF01 PNS Payment	PNS Price List (See below.) ISO Price Structure (www.iso.org) –	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
Standards • Print-on-demand			Slip – SD-SMD- SDC-QF02 3. Original Official	applicable to ISO standards not promulgated as	Fills-up online PNS request form. (www.bps.dti.gov.ph)		10 minutes
system only.			Receipt issued by the DTI Cashier	Philippine National Standards (PNS)	Submits online PNS request form. Validates request	DTI-BPS Reviews form and calls client to validate	10 minutes
					vandatoo roquoot	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

Total						
		Proceeds to the DTI Cashier at the 4th Floor Submits payment and payment slip to the DTI Cashier (cash or managers check only payable to Department of Trade and Industry). 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 Cashier Receives payment slips Signs payment slips. Files Cashier's copy. Issues Official Receipt (OR). DTI-BPS Receives signed payment slip Photocopies and files Official Receipt Issues copyrighted PNS/ ISO/ IEC standards	10 minutes 10 minutes		

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Government	rernment Classification Request Channel		uest Channel Requirements Fees			ibed Processing T	ime
Service		•			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)	 Filled-up online request form SD-SMD-SDC-QF01 PNS Payment Slip – SD-SMD-SDC-QF02 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. DTI-BPS Calls client to validate request. Requests client to fill-up online PNS request form.	15 minutes 15 minutes
					Fills-up online PNS request form. (www.bps.dti.gov.ph) Submits online PNS	DTI-BPS	10 minutes
					request form.	Reviews form.	40 mains st = =
						TOTAL	40 minutes
						DTI-BPS Prepares copy of PNS/ IS.	1-50 pages: 10 minutes

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

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

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Government	Classification	Request Channel	Requirements	Fees	Pre	scribed Processing Tim	е
Service		-	-		Client Steps	Agency Action	Time
Sales of Philippine National Standards/ ISO International Standards • Print-on-	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	 Filled-up online request form SD-SMD-SDC-QF01 PNS Payment Slip – SD-SMD-SDC-QF02 Original Official Receipt issued by 	PNS Price List (See below.) ISO Price Structure (www.iso.org) – applicable to ISO standards not promulgated as	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
demand system only.		Puyat Ave. Makati City 1200 Philippines)	the DTI Cashier	Philippine National Standards (PNS)		 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-BPSReceives 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	1-50 pages: 10 minutes 51-100 pages: 20 minutes 101-200 pages: 45 minutes
						Indicates ownership DTI-BPS Prints copyrighted PNS/ ISO/ IEC standards.	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). Ocertifies as true copy 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 Submits payment and payment slip to the DTI Cashier (cash or managers check only payable to Department of Trade and Industry). Receives signed payment slip (BPS copy) and Official Receipt (OR).	10 minutes			
	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 Submits signed payment slip Photocopies and files Official Receipt Submits signed payment slip Photocopies and files Official Receipt Submits signed payment slip Photocopies and files Official Receipt Submits signed payment slip Photocopies and files Official Receipt	10 minutes			
Total					

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Government	Classification	Request Channel	Requirements	Fees		Prescri	bed Processing Time	
Service			-			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)	Filled-up online request form SD-SMD-SDC- QF01 PNS Payment Slip – SD-SMD- SDC-QF02 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. DTI-BPS Calls client to validate request.	15 minutes 15 minutes
Jy.							TOTAL	30 minutes
							DTI-BPS Prepares copy of PNS/ IS. • Ensures BPS/ ISO/ IEC copyright • Indicates ownership DTI-BPS • Prints copyrighted	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).	PNS/ ISO/ IEC standards. Certifies as true copy 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 Submits payment and payment slip to the DTI Cashier (cash or managers check only payable to Department of Trade and Industry). Receives signed payment slip (BPS copy) and Official Receipt (OR).	DTI Cashier Receives payment slips Signs payment slips. Files Cashier's copy. Issues Official Receipt (OR).	10 minutes		
		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						

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