



Bureau of Plant Industry  
**PROCEDURES MANUAL**

Document No.: *BPI-PM-19-03*

Effectivity Date: *MAY 5, 2021*

Revision No.: 1

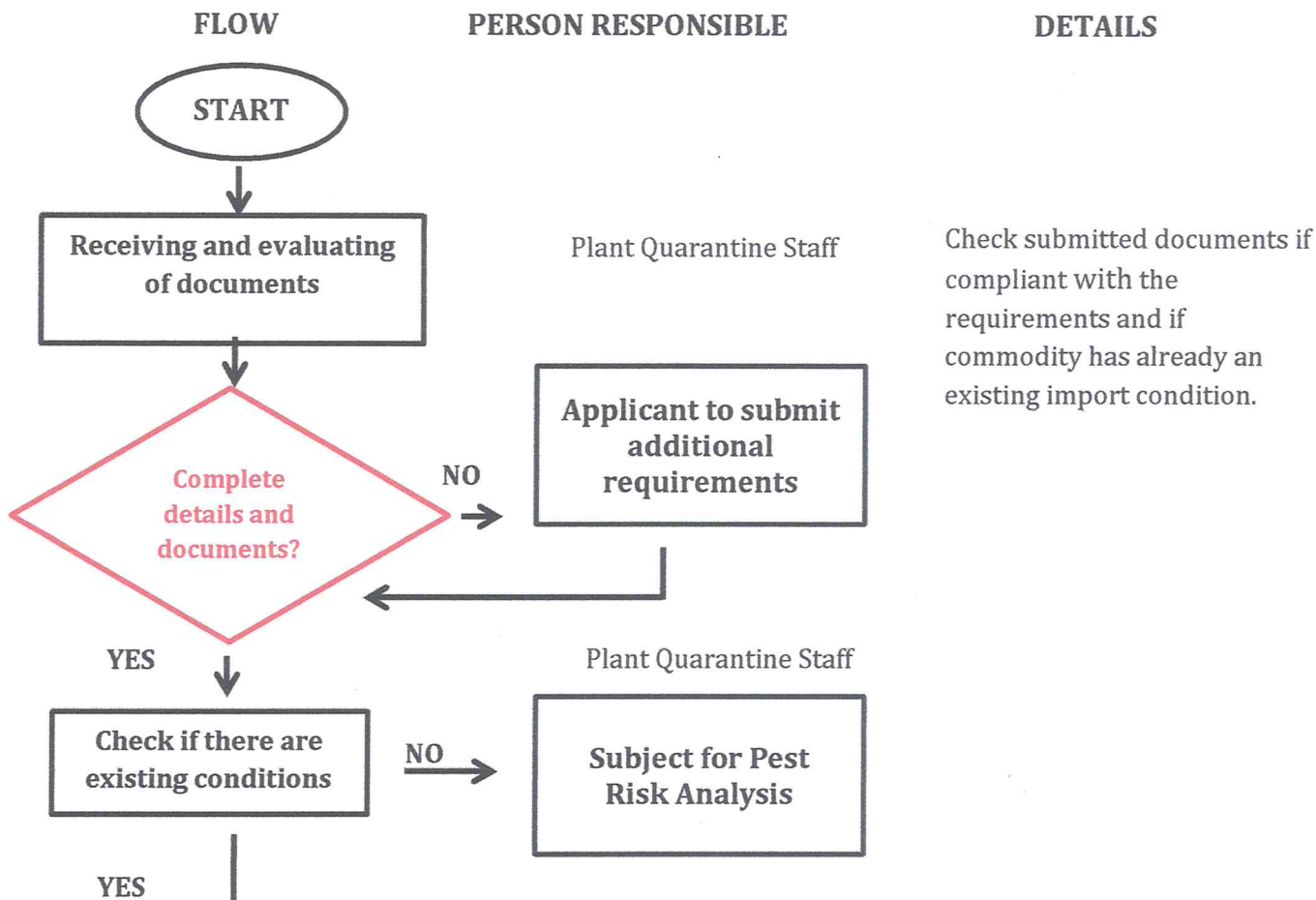
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Operating Unit: **NATIONAL PLANT QUARANTINE SERVICES DIVISION**

Subject: **ISSUANCE OF PLANT QUARANTINE CLEARANCE (PQC)**

1. **Objective** -To set import guidelines / conditions for compliance of the exporting country.
2. **Scope**-This procedure starts from evaluation of commodity, country of source and purpose of importation and ends in the issuance of import clearance.
3. **Definition of Terms**  
**Commodity** – All incoming plants, planting materials and plant products from foreign countries needs to have a plant passport (import clearance).  
**Country of Source** – Origin of the commodity.

4. Procedure



Prepared by: *[Signature]* Section Head

Approved by: *[Signature]* Division Chief



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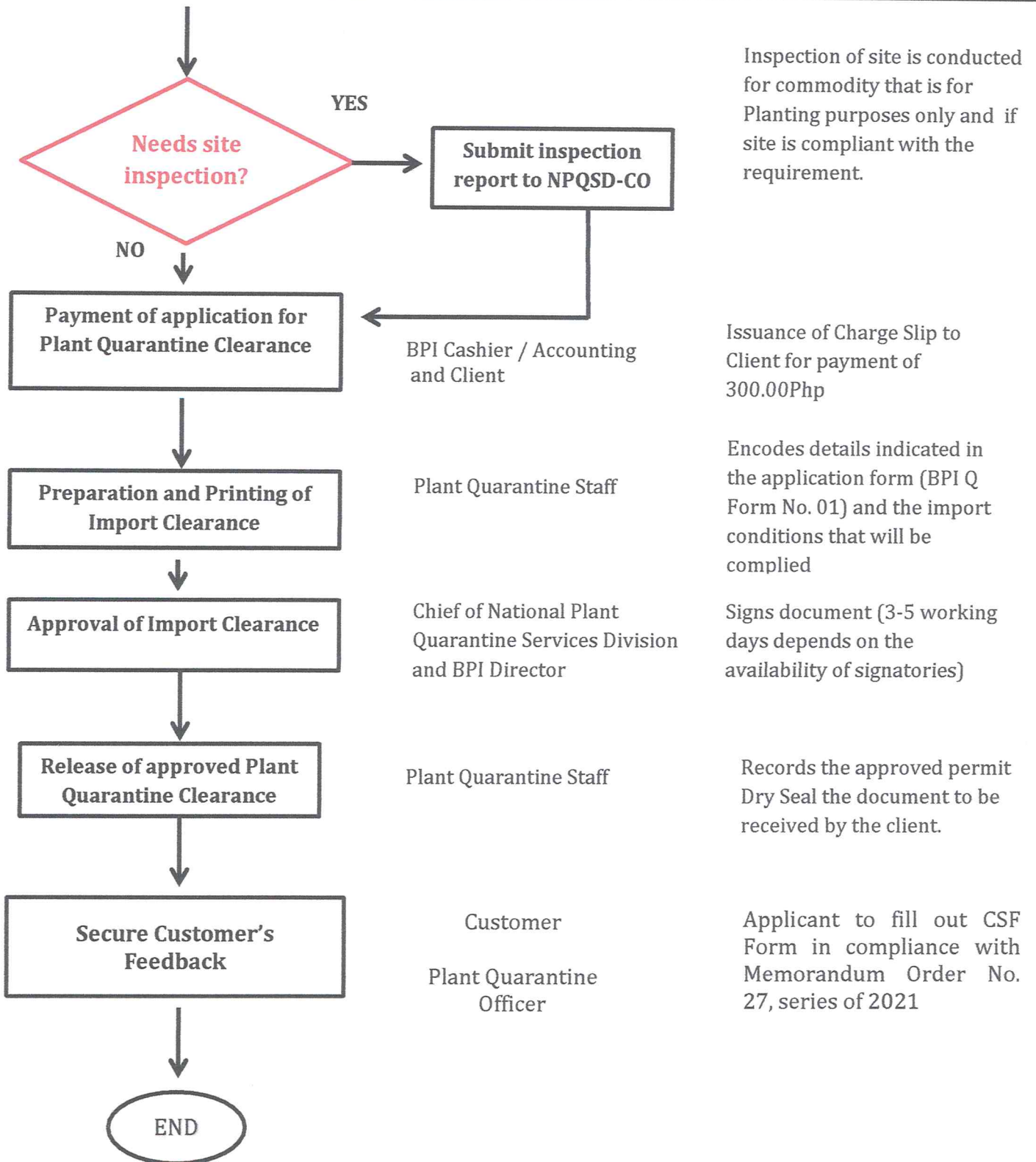
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**5. Forms Used and Records Generated**

- BPI "Q" Form No. 1 – Application for Plant Quarantine Clearance of Plants, Planting Materials and Plant Products
- MS Excel File Record of Plant Quarantine Clearance
- Dropbox of Existing Conditions
- Record Book
- Charge Slip
- BPI "Q" Form No. 2 – Plant Quarantine Clearance
- Accomplished Customer Satisfaction Form (BPI-QMS-KMT-19CSF-F8)

Prepared by: *[Signature]*  
Section Head

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Approved by: Division Chief