



Bureau of Plant Industry
**OPERATIONAL PROCEDURES
 MANUAL**

Document No.: BPI-QMS-NPQSD-OP2

Preparation Date: February 21, 2025

Revision No.: 3

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Operating Unit: NATIONAL PLANT QUARANTINE SERVICES DIVISION

Subject: ISSUANCE OF PLANT QUARANTINE CLEARANCE

1.0 Objective

To set import guidelines/conditions for compliance of the exporting country.

2.0 Scope

This procedure starts from evaluation of commodity, country of source and purpose of importation and ends in the issuance of import clearance.

3.0 Definition of Terms

Term	Definition
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

4.0 Procedure Details

FLOW	PERSON/UNIT RESPONSIBLE	DETAILS
<pre> graph TD Start([START]) --> Step1[Application of Importer to the DA Trade System] Step1 --> Step2[Reviews and evaluates Importable] Step2 --> Decision{Complete details?} Decision -- NO --> Step3[Reject Application] Decision -- YES --> Step4((A)) </pre>	<p>Importer</p> <p>PQC Focal</p>	<p>Fill out application as a one-time importer of a specific commodity. The importer will also check if the commodity is already allowed to be imported into the country</p> <p>Review, evaluate, and endorse the importable for uploading to the DA Trade System</p>

Prepared by: HENRICK B. EXCONDE
Head, Import Section

Approved by: JOAN MAY R. TOLENTINO
Date Signed: *Chief, NPQSD*



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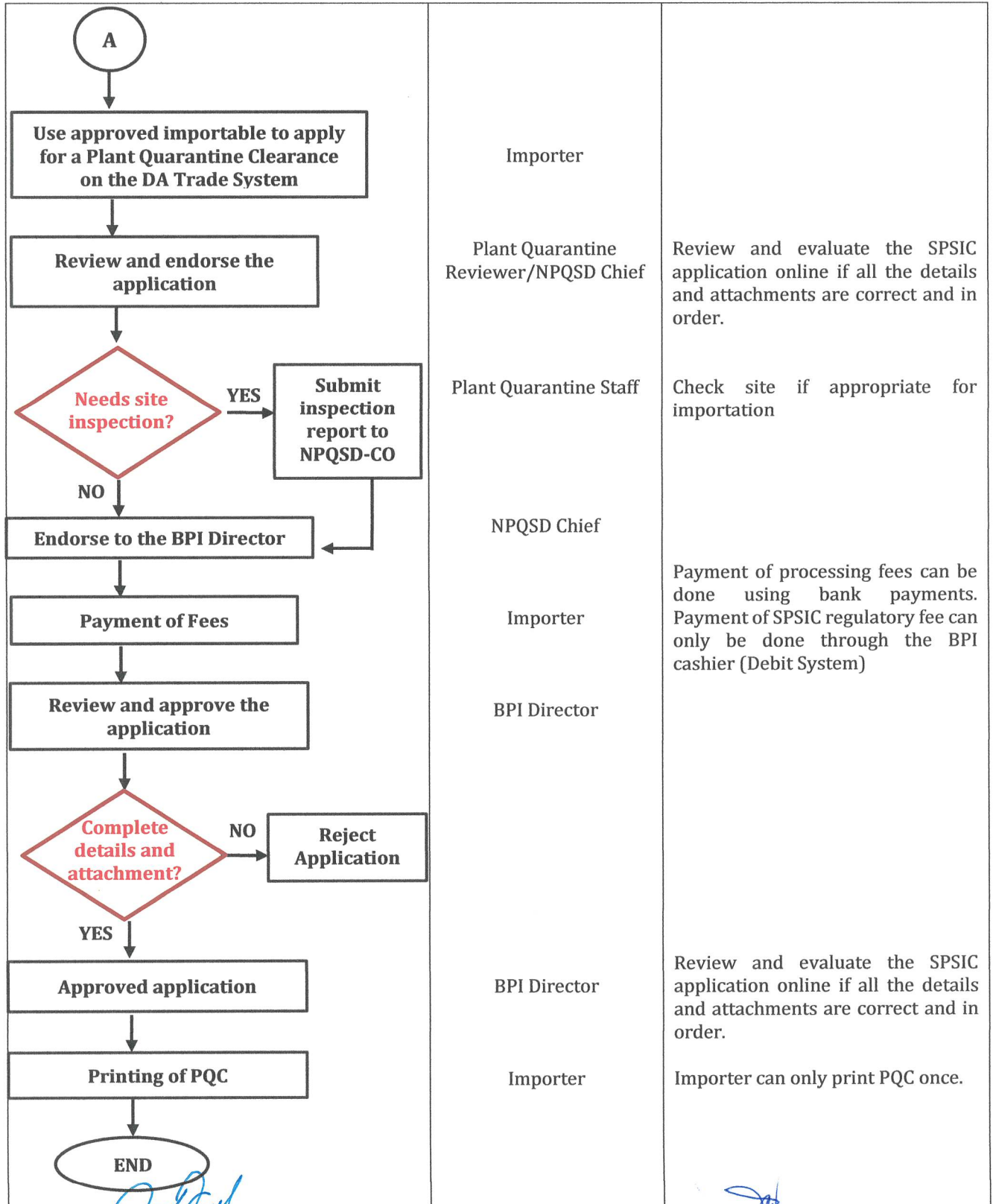
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5.0 Forms Used and Records Generated

- 5.1 PQC Application from the DA Trade System
- 5.2 BPI "Q" Form No. 7c – Inspection Checklist for Nursery/Planting Site, if applicable
- 5.3 Records of PQC Issued

6.0 References

- 6.1 **Presidential Decree No. 1433** – *Promulgating of Quarantine Law of 1978, thereby revising and consolidating existing Plant Quarantine Laws to further improve and strengthen the Plant Quarantine service of the Bureau of Plant Industry*
- 6.2 **DA Quarantine Administrative Circular No. 1 Series of 2014** - *Guidelines for Categorization of Commodities of Plant Origin*
- 6.3 **DA Administrative Circular No. 09, Series of 2015** - *Plant Quarantine Service Regulatory Fees*
- 6.4 **DA Administrative Circular No. 08, Series of 2016** - *Amending Sections 1, 2 and 3 of Department of Agriculture Administrative Circular No. 09, Series of 2015 – Plant Quarantine Service Regulatory Fees*

7.0 Effectivity

The effectivity date of this document shall be five (5) working days after the approval by the authorized signatory.

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Head, Import Section

Approved by: JOAN MAY R. TOLENTINO
Date Signed: *Chief, NPQSD*