



Bureau of Plant Industry  
**OPERATIONAL PROCEDURES  
MANUAL**

**Document No.:** BPI-QMS-NPQSD-OP3

**Preparation Date:** February 21, 2025

**Revision No.:** 3

Page 1 of 4

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

**Subject:** ISSUANCE OF SANITARY AND PHYTOSANITARY IMPORT CLEARANCE (SPSIC)

### 1.0 Objective

To assure that imported products are pest free and comply with the conditions set by the NPQSD.

### 2.0 Scope

This procedure starts from the uploading of the List of Importable (LOI), filing of the application, review of the application, endorsement of the application, approval of the application, and ends with the printing of the Sanitary and Phytosanitary Import Clearance (SPSIC).

### 3.0 Definition of Terms

<b>Term</b>	<b>Definition</b>
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<b>Pest</b>	Any foreign agent that can cause damage to local products.
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<b>List of Importable (LOI)</b>	Commodities intended to be imported.
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<b>SPSIC</b>	Sanitary and Phytosanitary Import Clearance
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<b>RLTO</b>	Renewal of License to Operate, a document issued to importers that renewed their importer registration under BPI.
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<b>PQSC</b>	Plant Quarantine Service Certificate, a document issued to importers that intends to import commodities that have been processed to the point where they do not remain capable of being infested.
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**Prepared by:** HENRICK B. EXCONDE  
*Head, Import Section*

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



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Page 2 of 4

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**4.0 Procedure Details**

FLOW	PERSON/UNIT RESPONSIBLE	DETAILS
<p>START</p>		
<p>Upload List of Importable (LOI) to the DA Trade System</p>	<p>Importer</p>	<p>Fill out an excel file with information about the commodity, exporter name and place of source then send online to the DA Trade System.</p>
<p>Reviews and evaluates List of Importable (LOI)</p>	<p>Commodity Administrator</p>	<p>Review, evaluate, and approve/disapprove the uploaded List of Importable (LOI).</p>
<p>Complete details?</p> <p>NO → Reject Application</p> <p>YES ↓</p>		
<p>Use approved importable to apply for an SPS Import Clearance on the DA Trade</p>	<p>Importer</p>	
<p>Review and endorse the application</p>	<p>Plant Quarantine Reviewer/NPQSD Chief</p>	<p>Review and evaluate the SPSIC application online if all the details and attachments are correct and in order.</p>
<p>Complete details and attachment?</p> <p>NO → Reject Application</p> <p>YES ↓</p>		
<p>Endorse to the BPI Director</p>	<p>NPQSD Chief</p>	
<p>A</p>		

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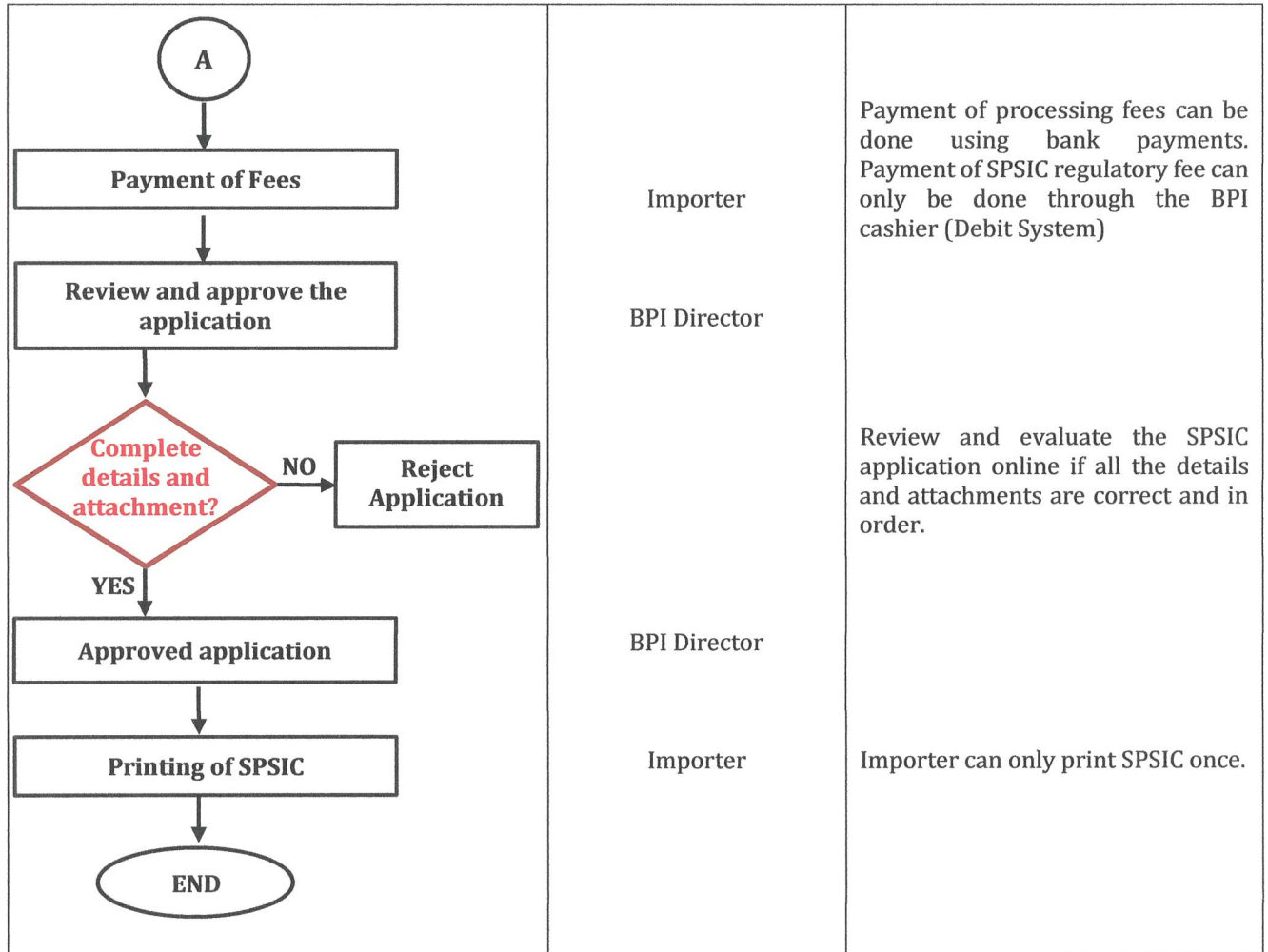
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Page 3 of 4

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**5.0 Forms Used and Records Generated**

- 5.1 BPI "Q" Form No. 1e - LOI Application Form from the DA Trade System
- 5.2 SPSIC Application from the DA Trade System
- 5.3 Records of SPSIC Issued

**6.0 References**

- 6.1 **DA Department Circular No. 4 Series of 2016 - Guidelines on the Importation of Plants, Planting Materials and Plant Products for Commercial Purposes**

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- 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. 9 Series of 2015 - Plant Quarantine Regulatory Fees**
- 6.4 **DA Administrative Circular No. 8 Series of 2016 - Amending Sections 1, 2, and 3 of DA Administrative Circular No. 9 series of 2015- Plant Quarantine Regulatory Fees**
- 6.5 **Memorandum Order No. 28 Series of 2019 - Supplementary Provisions to DA DC 4 Series of 2016 entitled Guidelines on the importation of Plants, Planting Materials and Plant Products for Commercial Purposes**

#### **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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**Date Signed:** *Chief, NPQSD*