



Bureau of Plant Industry
**OPERATIONAL PROCEDURES
MANUAL**

Document No.: BPI-QMS-NPQSD-OP10

Preparation Date: February 21, 2025

Revision No.: 3

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

Subject: **ISSUANCE OF PHYTOSANITARY CERTIFICATE (PC)**

1.0 Objective

To assure that exported products are pest free and comply with the condition of the importing country.

2.0 Scope

This procedure starts from the filling out the application form, evaluation, treatment (if applicable), inspection, preparation, payment and ends with releasing of approved phytosanitary certificate

3.0 Definition of Terms

Term

Definition

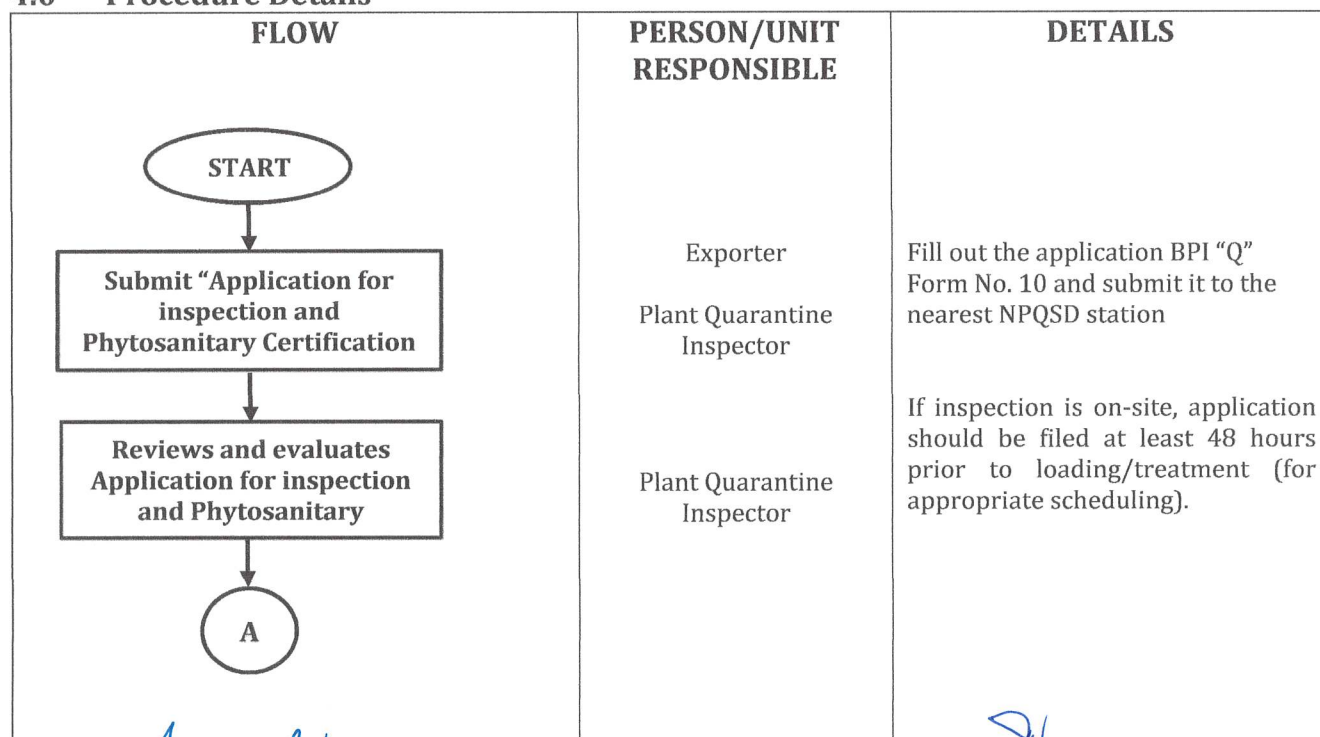
Pest

Any foreign agent that can cause damage to exported product.

Treatment

activity done to eradicate pest (e.g. Dipping, vapor heat treatment, fumigation, etc.).

4.0 Procedure Details



Prepared by: **SHEREENE R. SAMALA**
Head, Export Section

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



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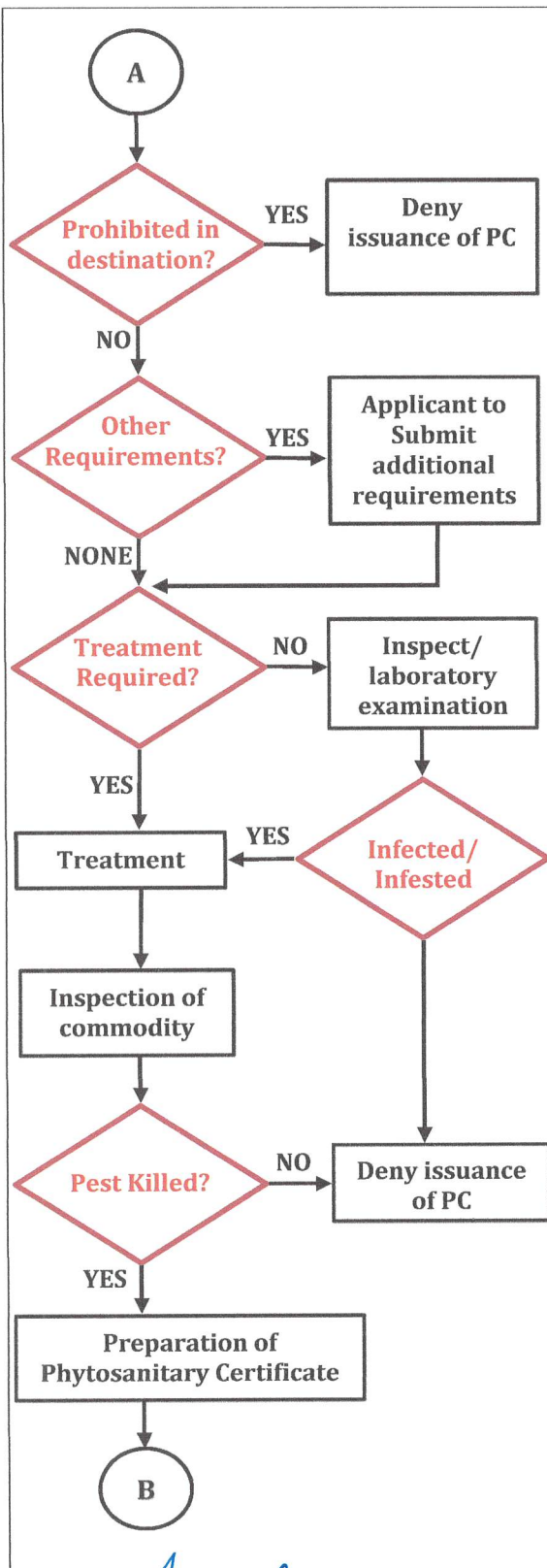
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Other requirements include export declaration, packing list/invoice, CITES Permit, Import Permit, and other commodity clearances from the other agencies (whichever is applicable)

Examples of treatments are fumigation, chemical dipping/spraying, heat treatment, seed dressing etc. (whichever is applicable and required by the importing country)

Treatment is to be done at exporter's premises to be supervised by a PQ Officer or PQ Inspector

Plant Quarantine
Inspector

Plant Quarantine
Inspector

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



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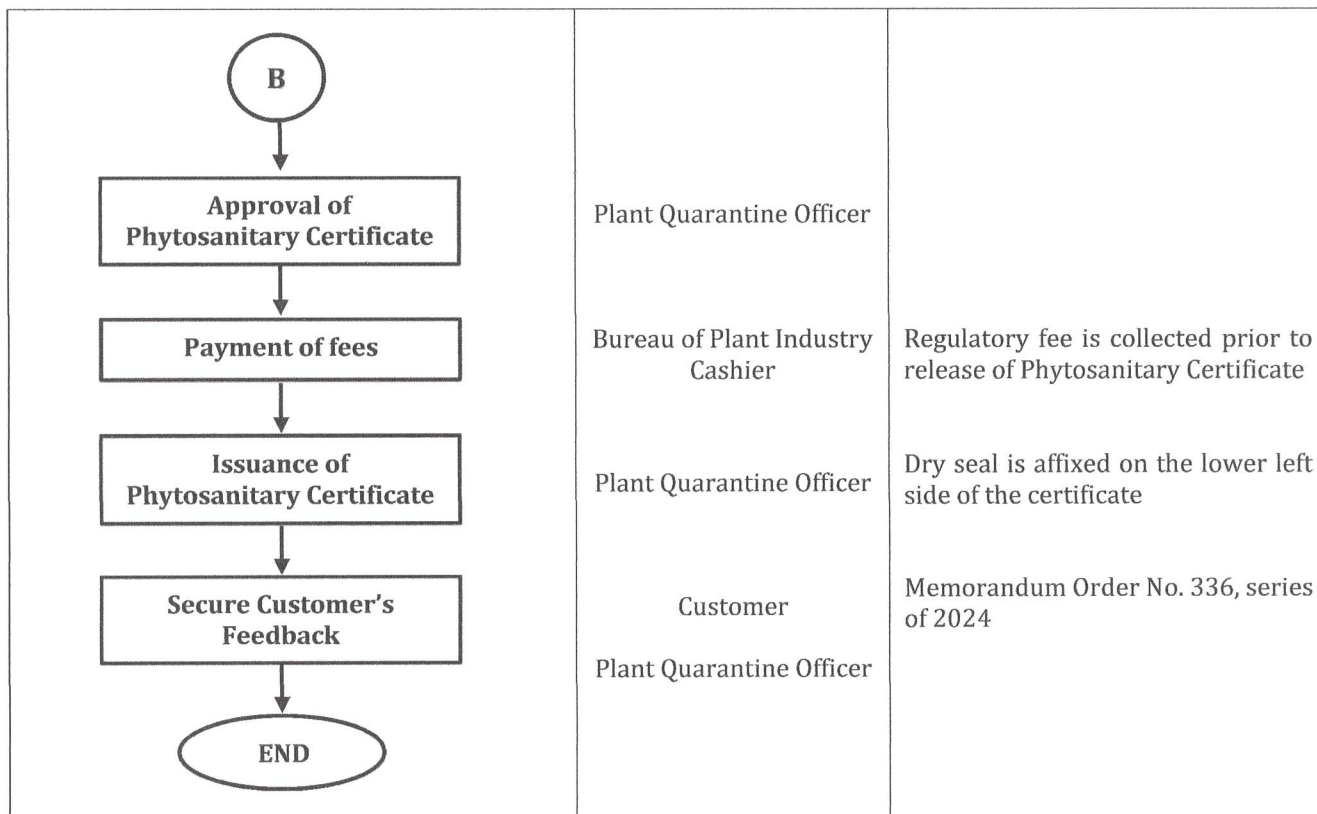
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5.0 Forms Used and Records Generated

- 5.1 BPI "Q" Form No. 10 – Application for Inspection and Phytosanitary Certification
- 5.2 BPI "Q" Form No. 11 – Phytosanitary Certificate
- 5.3 BPI "Q" Form No. 22 - Charge Slip
- 5.4 BPI-QMS-KMT-F8b - Accomplished Customer Satisfaction Measurement (CSM)

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 **BPI Quarantine Administrative Order No. 01 Series of 1981:** *"Rules and Regulations to Implement Presidential Decree No. 1433"*

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Date Signed: Chief, NPQSD



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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.


Prepared by: SHEREENE R. SAMALA
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Approved by: JOAN-MAY R. TOLENTINO
Date Signed: Chief, NPQSD