



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.

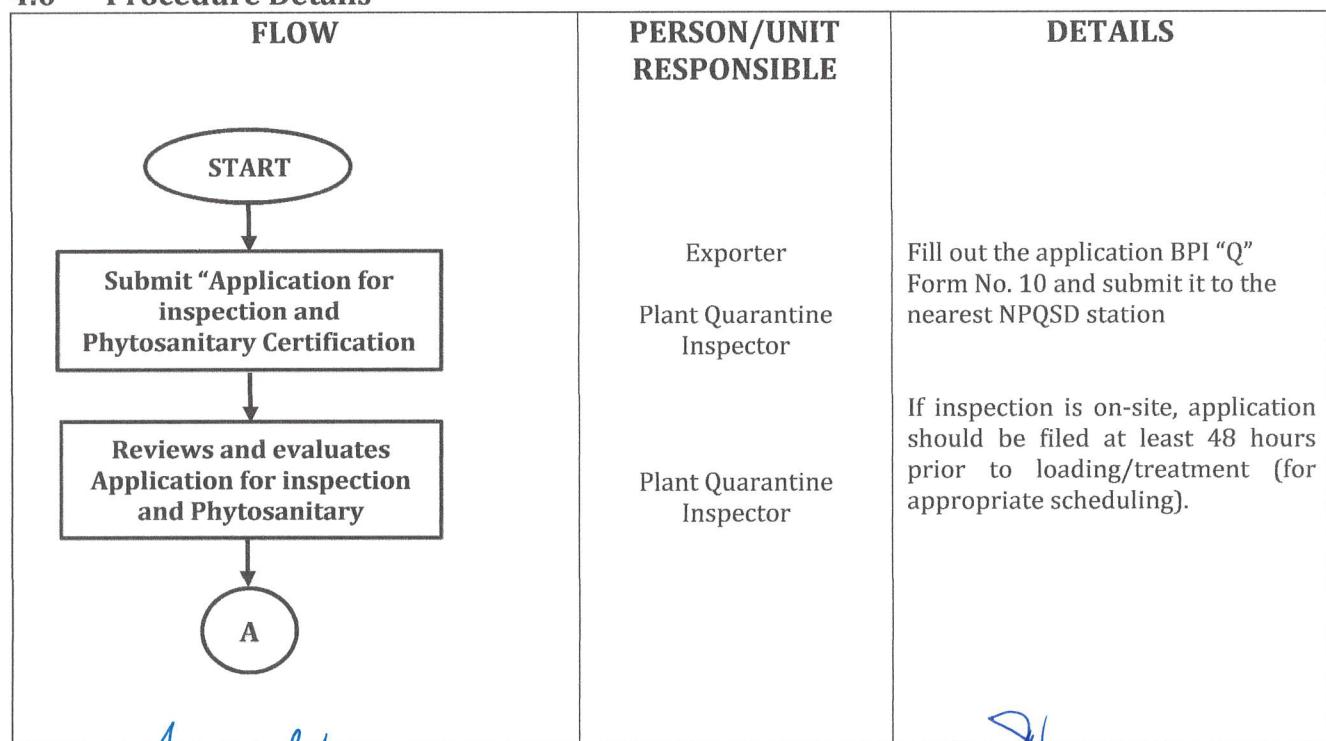
### 2.0 Scope

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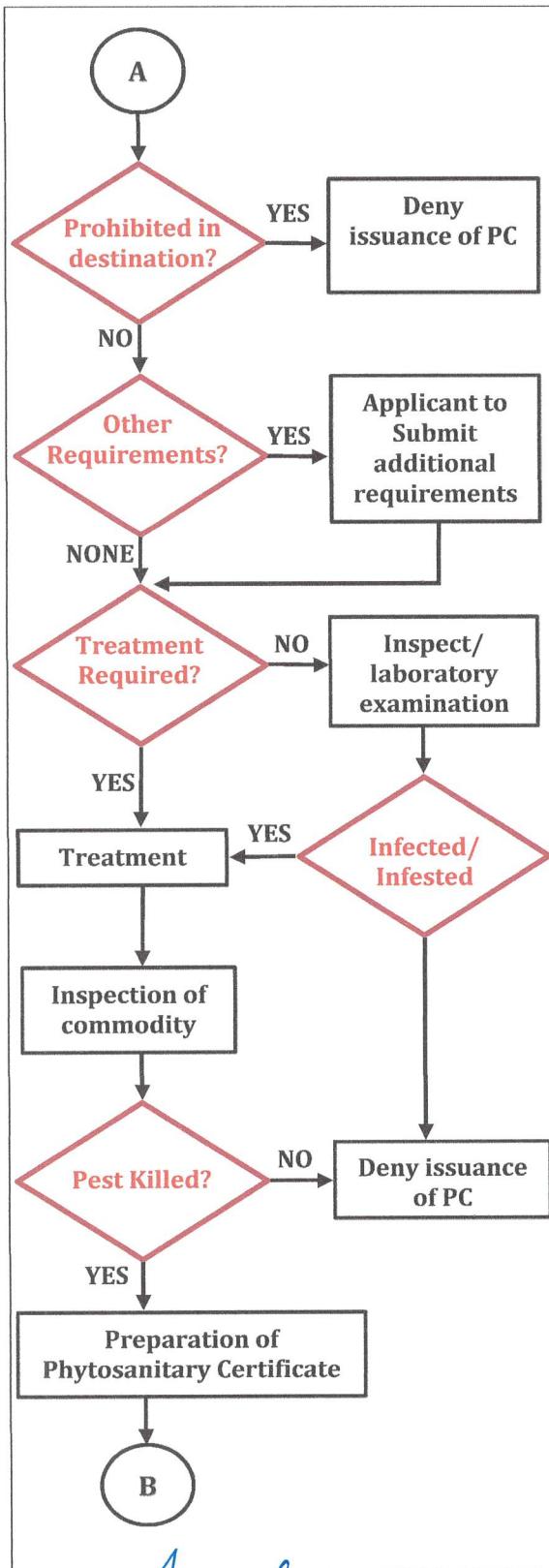
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Other requirements include export declaration, packing list/invoice, CITES Permit, Import Permit, and other commodity clearances from the other agencies (whichever is applicable)

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

Prepared by: SHEREENE R. SAMALA  
Head, Export Section

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



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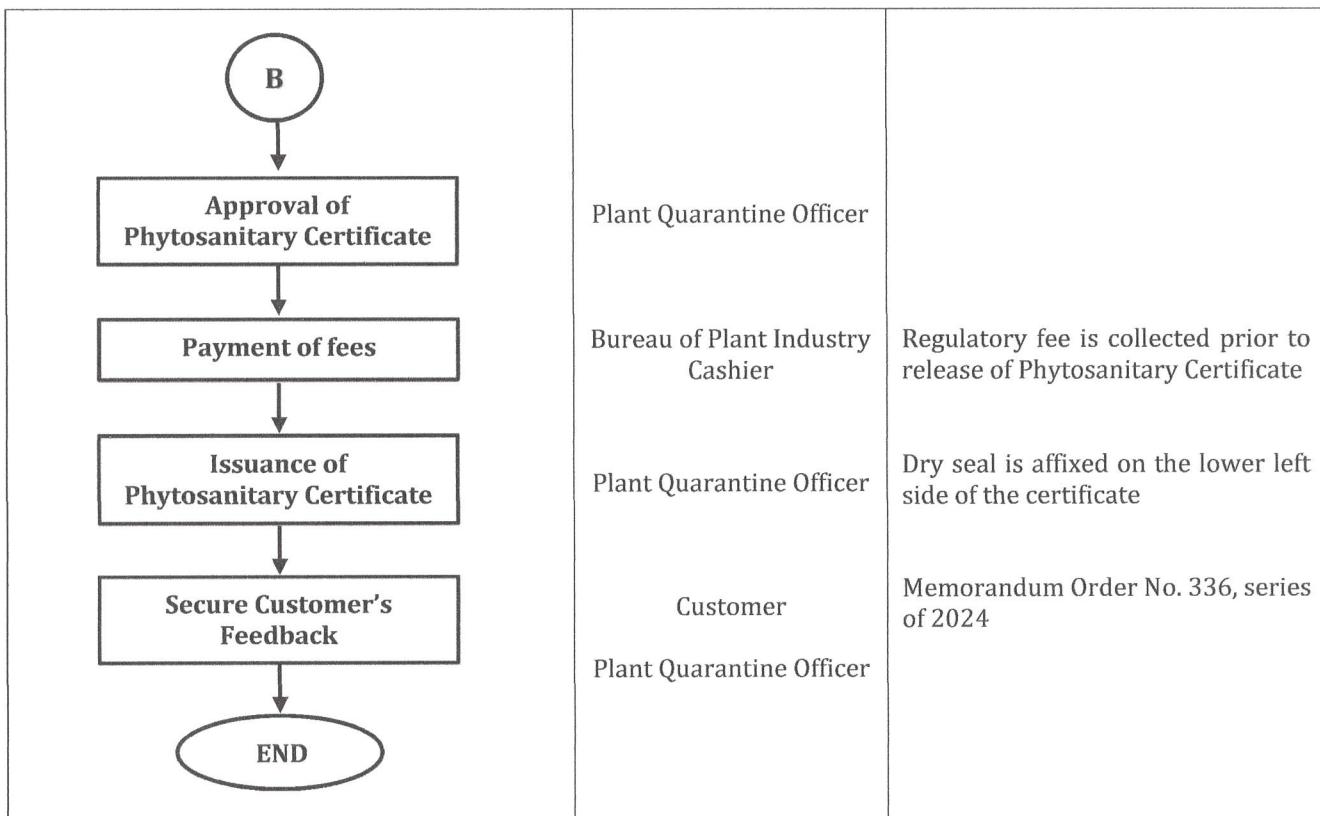
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## 5.0 Forms Used and Records Generated

- 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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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  
Head, Export Section

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