



Bureau of Plant Industry  
**OPERATIONAL PROCEDURES  
 MANUAL**

**Document No.:** BPI-QMS-NPQSD-OP11

**Preparation Date:** February 21, 2025

**Revision No.:** 3

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

**Subject:** PROTOCOL ON FACILITATING REQUEST TO GAIN ACCESS TO FOREIGN MARKET FOR PLANTS, PLANT PRODUCTS AND PLANTING MATERIALS

**1.0 Objective**

To serve as a guidance to gain for market access for plants, plant products and planting materials for export with the least barrier to trade at the same time, prevent the spread of pests and diseases into new territory

**2.0 Scope**

This protocol describes the procedures that the National Plant Protection Organization of the Philippines/Bureau of Plant Industry- normally needs to undergo in order to comply with the import conditions/requirements of trading partners.

**3.0 Definition of Terms**

Term	Definition
<b>Foreign market</b>	is any market outside the home country of a business organization.
<b>Plants</b>	living plants and parts thereof including seeds and germplasm (FAO,1990; revised IPPC, 1997)
<b>Plant products</b>	Unmanufactured materials of plant origin (including grains) and those manufactured products that by their nature or that of their processing, may create a risk for the introduction and spread of pest. (FAO, 1990, revised IPPC,1997, formerly "plant product")

**4.0 Procedure Details**

FLOW	PERSON/UNIT RESPONSIBLE	DETAILS
<p>START</p> <p>↓</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p>Will submit letter of intent to the country of destination to export Ph Agricultural Products attached is the Market Access (MA) Information Dossier</p> </div> <p>↓</p> <p>A</p>	<p>BPI-NPQSD            (National Plant Protection Organization (NPPO) of the Philippines)</p>	<p>Refer to the MA Information Dossier</p>

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 Head, Export Section

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



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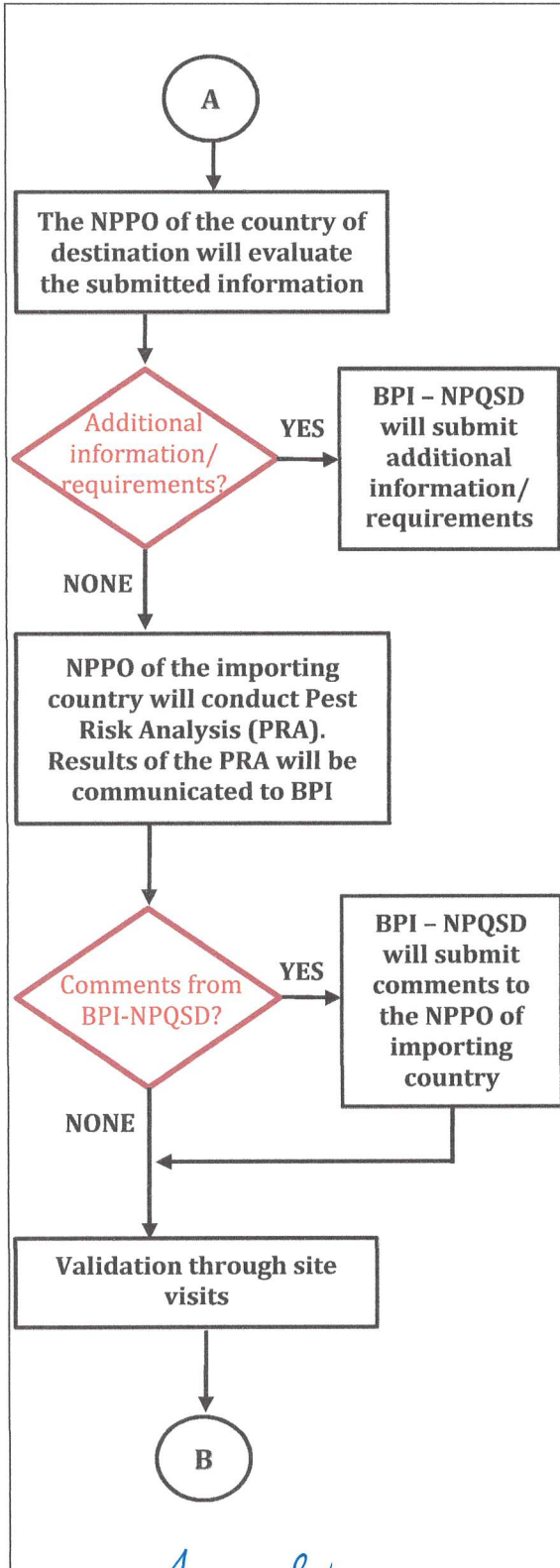
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NPPO of the importing country

Additional information will depend on the requirements of the importing country

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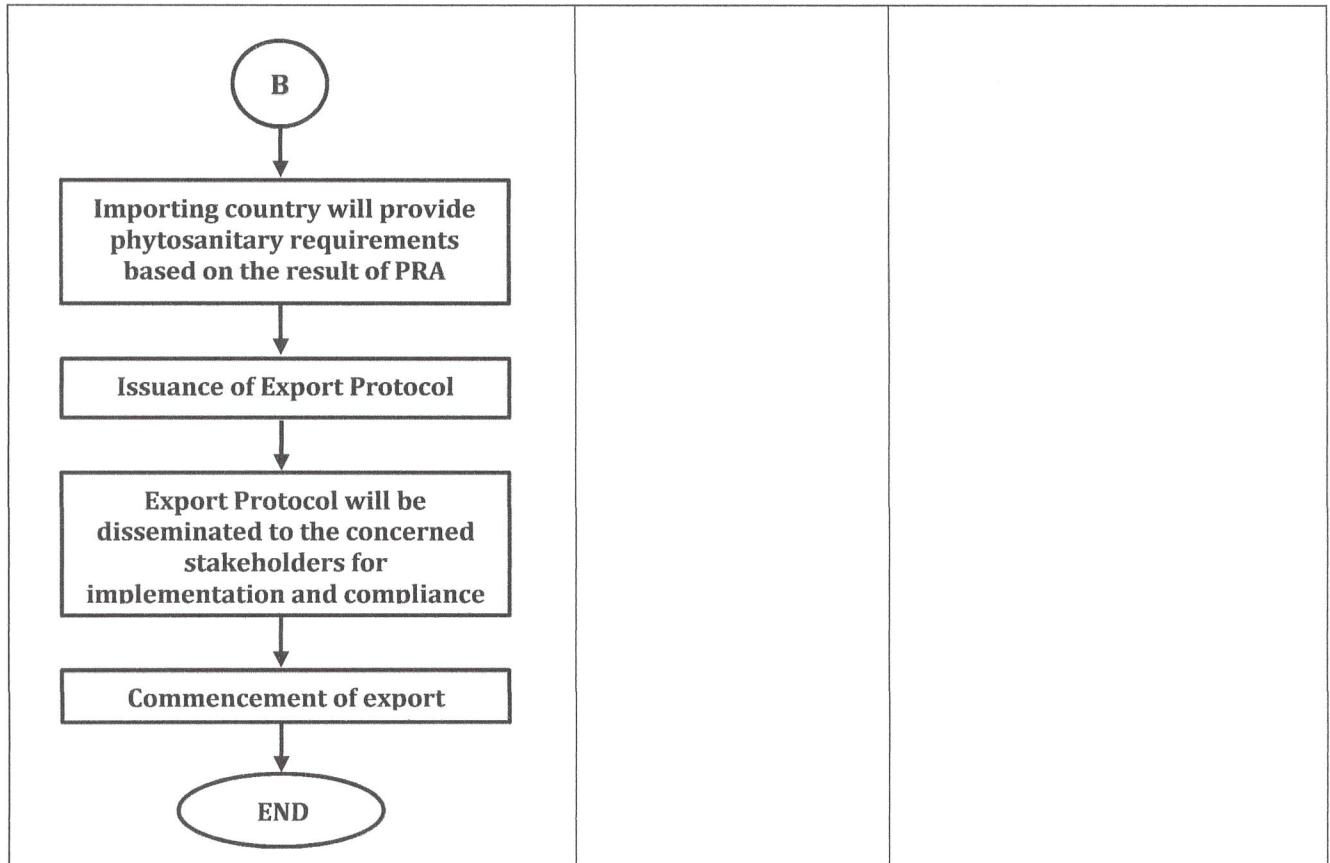
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## 5.0 Forms Used and Records Generated

5.1 Export Protocol

## 6.0 References

6.1 **Memorandum Circular No. 1 Series of 2020** – *Protocol on Facilitating Request to Gain Access to Foreign Market for Plants, Plant Products and Planting Material.*

## 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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JOAN MAY R. TOLENTINO  
Date Signed: Chief, NPQSD