



**National Plant Quarantine Services Division - Domestic
Section
External Services**



1. Issuance of Clearance for Domestic Transport

To prevent further spread of injurious plant pests already existing in the country, domestic movement of plants, planting materials, plant products and other articles capable of harboring plant pests via seaport, airport, and by land (if necessary) are regulated in accordance with existing domestic plant quarantine laws, rules, and regulations.

National Plant Quarantine Services Division (NPQSD) shall issue a Clearance for Domestic Transport (CDT) of plants/planting materials/plant products within the country to ensure that injurious plant pests, primarily the regulated non-quarantine pests will not be introduced to other provinces and regions of the country. PQO and PQI shall stringently inspect the commodity/consignment and apply appropriate phytosanitary measures, if necessary, before allowing transport to another region or province.

Office or Division:	National Plant Quarantine Services Division - Domestic Section			
Classification:	Simple			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	All			
Operating Hours:	8:00 AM - 5:00 PM			
Statute:				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Duly Accomplished Application Form (1) Original Copy			Bureau of Plant Industry - National Plant Quarantine Services Division	
For Situational Requirement				
A. For coconut (planting materials, products and by-products)				
A.1. PCA Certificate (1) Original Copy			Philippine Coconut Authority - Regional Offices	
B. For sugarcane (plants, planting material)				
B.1. Permit to Transport (1) Original Copy			Sugar Regulatory Administration - Regulatory Department	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIB LE (Designation; Office)



<p>1. Fill-out Application form together with other required documents.</p> <p>Location:</p> <p>Groundfloor, Domestic Section Room, NPQSD Central Office Building or nearest Plant Quarantine Station Office</p>	<p>1. Provide technical assistance to the client</p>	<p>None</p>	<p>3 minute/s</p>	<ul style="list-style-type: none">• Supervising Agriculturist; National Plant Quarantine Services Division-Domestic Section• Supervising Agriculturist; NPQSD Regional Stations• Senior Agriculturist; National Plant Quarantine Services Division-Domestic Section• Senior Agriculturist; NPQSD Regional Stations• Agriculturist II; National Plant Quarantine Services Division-Domestic Section• Agriculturist II; NPQSD Regional Stations• Agriculturist I; National Plant Quarantine Services Division-Domestic Section
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				<ul style="list-style-type: none"> • Agriculturist I; NPQSD Regional Stations • Agricultural Technologist ; National Plant Quarantine Services Division-Domestic Section • Agricultural Technologist ; NPQSD Regional Stations • Agricultural Technician II; National Plant Quarantine Services Division-Domestic Section • Agricultural Technician II; NPQSD Regional Stations • Agricultural Technician I; NPQSD Regional Stations
<p>2. Submit Application Form</p> <p>Location:</p> <p>Groundfloor, Domestic Section Room, NPQSD Central Office Building or nearest Plant Quarantine Station Office</p>	<p>2. Check the application and the attached required documents (if any) and verify for sufficiency and substance.</p>	<p>None</p>	<p>5 minute/s</p>	<ul style="list-style-type: none"> • Supervising Agriculturist; National Plant Quarantine Services Division-Domestic Section • Supervising Agriculturist; NPQSD



- Regional Stations
- Senior Agriculturist; National Plant Quarantine Services Division-Domestic Section
- Senior Agriculturist; NPQSD Regional Stations
- Agriculturist II; National Plant Quarantine Services Division-Domestic Section
- Agriculturist II; NPQSD Regional Stations
- Agriculturist I; National Plant Quarantine Services Division-Domestic Section
- Agriculturist I; NPQSD Regional Stations
- Agricultural Technologist; National Plant Quarantine Services Division-Domestic Section



				<ul style="list-style-type: none"> • Agricultural Technologist ; NPQSD Regional Stations • Agricultural Technician II; National Plant Quarantine Services Division-Domestic Section • Agricultural Technician II; NPQSD Regional Stations • Agricultural Technician I; NPQSD Regional Stations
<p>3. Submit the commodities for visual inspection</p> <p>Location:</p> <p>Groundfloor, Domestic Section Room, NPQSD Central Office Building or nearest Plant Quarantine Station Office</p>	<p>3.1. Conducts inspection to ensure compliance with the domestic quarantine regulations.</p> <p>Supervise cleaning and appropriate phytosanitary measures, if necessary.</p>	<p>None</p>	<p>15 minute/s</p>	<ul style="list-style-type: none"> • Supervising Agriculturist; National Plant Quarantine Services Division-Domestic Section • Supervising Agriculturist; NPQSD Regional Stations • Senior Agriculturist; National Plant Quarantine Services Division-Domestic Section • Senior Agriculturist; NPQSD



- Regional Stations
- Agriculturist II; National Plant Quarantine Services Division-Domestic Section
- Agriculturist II; NPQSD Regional Stations
- Agriculturist I; National Plant Quarantine Services Division-Domestic Section
- Agriculturist I; NPQSD Regional Stations
- Agricultural Technologist; National Plant Quarantine Services Division-Domestic Section
- Agricultural Technologist; NPQSD Regional Stations
- Agricultural Technician II; National Plant Quarantine Services Division-Domestic Section



			<ul style="list-style-type: none">• Agricultural Technician II; NPQSD Regional Stations• Agricultural Technician I; NPQSD Regional Stations
	3.2. Printing of CDT	2 minute/s	<ul style="list-style-type: none">• Supervising Agriculturist; National Plant Quarantine Services Division - Domestic Section• Supervising Agriculturist; NPQSD Regional Stations• Senior Agriculturist; National Plant Quarantine Services Division - Domestic Section• Senior Agriculturist; NPQSD Regional Stations• Agriculturist II; National Plant Quarantine Services Division - Domestic Section• Agriculturist II; NPQSD



			<ul style="list-style-type: none">Regional Stations• Agriculturist I; National Plant Quarantine Services Division - Domestic Section• Agriculturist I; NPQSD Regional Stations• Agricultural Technologist; National Plant Quarantine Services Division - Domestic Section• Agricultural Technologist; NPQSD Regional Stations• Agricultural Technician II; National Plant Quarantine Services Division - Domestic Section• Agricultural Technician II; NPQSD Regional Stations• Agricultural Technician I; NPQSD Regional Stations
	3.3. Signing of CDT	2 minute/s	<ul style="list-style-type: none">• Supervising Agriculturist; National Plant Quarantine



				Services Division - Domestic Section <ul style="list-style-type: none"> • Supervising Agriculturist; NPQSD Regional Stations • Senior Agriculturist; National Plant Quarantine Services Division - Domestic Section • Senior Agriculturist; NPQSD Regional Stations • Agriculturist II; National Plant Quarantine Services Division - Domestic Section • Agriculturist II; NPQSD Regional Stations
4.Laboratory Analysis or Treatment if Required				
*For Laboratory Analysis or Treatment if Required 4.A.Nematode Testing - Fill-out the request form and submit to the laboratory personnel. Location: Bureau of Plant Industry - National	4.A. Receive the request form and sample/s for laboratory analysis.	None	3 working day/s	<ul style="list-style-type: none"> • Supervising Agriculturist; NPQSD Regional Stations • Senior Agriculturist; Central Laboratory • Senior Agriculturist; NPQSD



<p>Plant Quarantine Services Division, Central Laboratory Building or Nearest Plant Quarantine Office.</p> <p>Notes/Instruction:</p> <p><i>Nematode Analysis requires 2–3 days to obtain results for a maximum of 50 samples.</i></p>				<p>Regional Stations</p> <ul style="list-style-type: none"> • Agriculturist II; Central Laboratory • Agriculturist II; NPQSD Regional Stations • Agriculturist I; Central Laboratory • Agriculturist I; NPQSD Regional Stations • Agricultural Technologist ; Central Laboratory • Agricultural Technologist ; NPQSD Regional Stations • Agricultural Technician II; Central Laboratory • Agricultural Technician II; NPQSD Regional Stations • Agricultural Technician I; NPQSD Regional Stations
<p>*For Laboratory Analysis or Treatment if Required</p> <p>4.B.Citrus Testing for Huanglongbing disease (HLB) or other insect borne and bud transmissible diseases - Fill-out request form and</p>	<p>4.B. Receive the request form and sample/s for laboratory analysis.</p>	<p>None</p>	<p>3 hour/s</p>	<ul style="list-style-type: none"> • Supervising Agriculturist; NPQSD Regional Stations • Senior Agriculturist ; Central Laboratory • Senior Agriculturist



<p>submit to the laboratory personnel.</p> <p>Location:</p> <p>Bureau of Plant Industry - National Plant Quarantine Services Division, Central Laboratory Building or Nearest Plant Quarantine Office.</p> <p>Notes/Instruction:</p> <p><i>A maximum of 20 samples for Huanglongbing (HLB) disease analysis requires 3 hrs. to obtain results.</i></p>				<p>t ; NPQSD Regional Stations</p> <ul style="list-style-type: none"> • Agriculturist II; Central Laboratory • Agriculturist II; NPQSD Regional Stations • Agriculturist I; Central Laboratory • Agriculturist I; NPQSD Regional Stations • Agricultural Technologist ; Central Laboratory • Agricultural Technologist ; NPQSD Regional Stations • Agricultural Technician II; Central Laboratory • Agricultural Technician II; NPQSD Regional Stations • Agricultural Technician I; NPQSD Regional Stations
<p>*For Laboratory Analysis or Treatment if Required</p> <p>4.C.Chemical Treatment - Endorse Commodities for Chemical Treatment</p> <p>Location:</p>	<p>4.C. Supervise the conduct of chemical treatment to ensure compliance with quarantine regulations.</p>	<p>None</p>	<p>30 minute/s</p>	<ul style="list-style-type: none"> • Supervising Agriculturist; NPQSD Regional Stations • Senior Agriculturist; National Plant Quarantine



Groundfloor,
Domestic Section
Room, NPQSD
Central Office
Building or nearest
Plant Quarantine
Station Office

Notes/Instruction:

*The chemical
treatment is intended
for commodities that
require such
treatment before a
Clearance for
Domestic Transport
(CDT) can be issued.*

- Services
Division -
Domestic
Section
- Senior
Agriculturist; NPQSD
Regional
Stations
 - Agriculturist II;
National
Plant
Quarantine
Services
Division -
Domestic
Section
 - Agriculturist II;
NPQSD
Regional
Stations
 - Agriculturist I; National
Plant
Quarantine
Services
Division -
Domestic
Section
 - Agriculturist I; NPQSD
Regional
Stations
 - Agricultural
Technologist; National
Plant
Quarantine
Services
Division -
Domestic
Section
 - Agricultural
Technologist; NPQSD
Regional
Stations
 - Agricultural
Technician
II; National
Plant



				Quarantine Services Division - Domestic Section <ul style="list-style-type: none"> • Agricultural Technician II; NPQSD Regional Stations • Agricultural Technician I; NPQSD Regional Stations
5. Receive Clearance for Domestic Transport (CDT) Location: Groundfloor, Domestic Section Room, NPQSD Central Office Building or nearest Plant Quarantine Station Office	5.1. Release of CDT with dry seal	None	2 minute/s	<ul style="list-style-type: none"> • Supervising Agriculturist; National Plant Quarantine Services Division-Domestic Section • Supervising Agriculturist; NPQSD Regional Stations • Senior Agriculturist; National Plant Quarantine Services Division-Domestic Section • Senior Agriculturist; NPQSD Regional Stations • Agriculturist II; National Plant Quarantine Services Division-



Domestic
Section

- Agriculturist II; NPQSD Regional Stations
- Agriculturist I; National Plant Quarantine Services Division-Domestic Section
- Agriculturist I; NPQSD Regional Stations
- Agricultural Technologist ; National Plant Quarantine Services Division-Domestic Section
- Agricultural Technologist ; NPQSD Regional Stations
- Agricultural Technician II; National Plant Quarantine Services Division-Domestic Section
- Agricultural Technician II; NPQSD Regional Stations
- Agricultural Technician I; NPQSD



			Regional Stations
	5.2. Provide and collect Customer Satisfaction Measurement (optional)	1 minute/s	<ul style="list-style-type: none">• Supervising Agriculturist; National Plant Quarantine Services Division - Domestic Section• Supervising Agriculturist; NPQSD Regional Stations• Senior Agriculturist; National Plant Quarantine Services Division - Domestic Section• Senior Agriculturist; NPQSD Regional Stations• Agriculturist II; National Plant Quarantine Services Division - Domestic Section• Agriculturist II; NPQSD Regional Stations• Agriculturist I; National Plant Quarantine Services Division -



				Domestic Section • Agriculturist I; NPQSD Regional Stations • Agricultural Technologist; National Plant Quarantine Services Division - Domestic Section • Agricultural Technologist; NPQSD Regional Stations • Agricultural Technician II; National Plant Quarantine Services Division - Domestic Section • Agricultural Technician II; NPQSD Regional Stations • Agricultural Technician I; National Plant Quarantine Services Division - Domestic Section
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Total Processing Time:	
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*For Laboratory Analysis or Treatment if Required	Working Days: 3 working day/s, 30 minute/s
*For Laboratory Analysis or Treatment if Required	Working Days: 3 hour/s, 30 minute/s
*For Laboratory Analysis or Treatment if Required	Working Days: 1 hour/s



Total Processing Fee:	
*For Laboratory Analysis or Treatment if Required	Total Standard Fee: None
*For Laboratory Analysis or Treatment if Required	Total Standard Fee: None
*For Laboratory Analysis or Treatment if Required	Total Standard Fee: None