



Bureau of Plant Industry
**OPERATIONAL PROCEDURES
MANUAL**

Document No.: BPI-QMS-NPQSD-OP6

Preparation Date: June 25, 2026

Revision No.: 4

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Operating Unit: NATIONAL PLANT QUARANTINE SERVICES DIVISION

Subject: ISSUANCE OF LICENSE TO OPERATE AS EXPORTER

1.0 Objective

To assure that no export of fruits and vegetables shall be allowed unless the exporter is licensed and compliant with the requirements of the importing country.

2.0 Scope

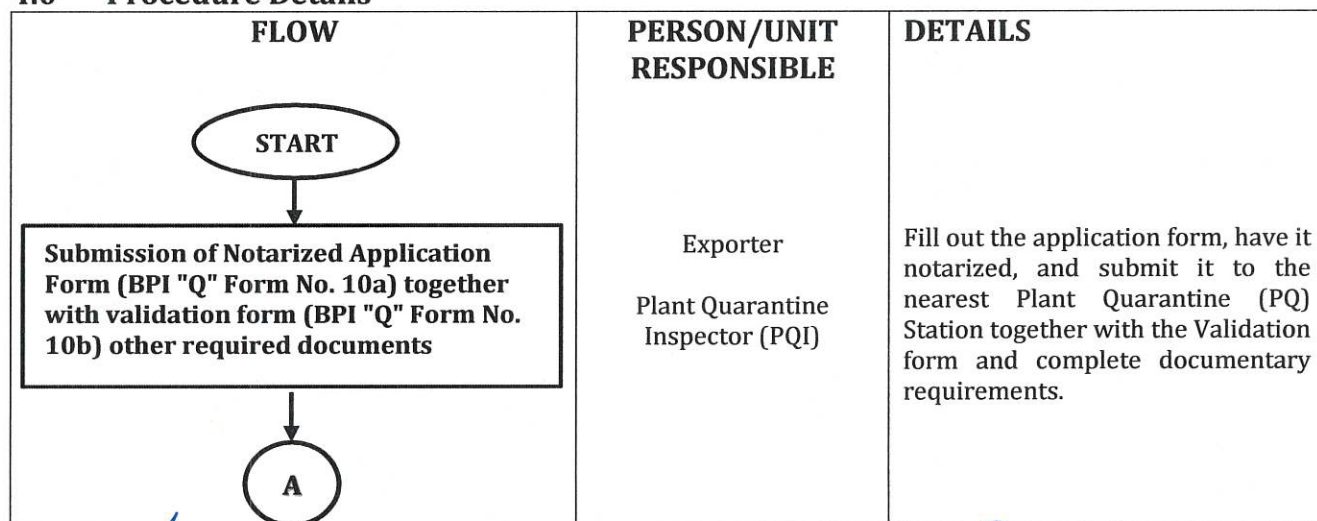
This procedure starts from the filling out of application form, evaluation, and inspection, preparation of certificates, payment and ends with releasing of approved License to Export Certificate.

3.0 Definition of Terms

Term	Definition
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Licensing	refers to the process in which Bureau of Plant Industry approves the application of a person, corporation, cooperative, agricultural establishment, or other juridical persons, for authority to operate an establishment in the Philippines or to engage in any activity in the primary production and postharvest stages of the food supply chain to produce safe primary and postharvest plant food and inputs. The approval will require proving capability to operate a facility or establishment or to engage in activities in the primary production and postharvest stages of the food supply chain and covered by the license.
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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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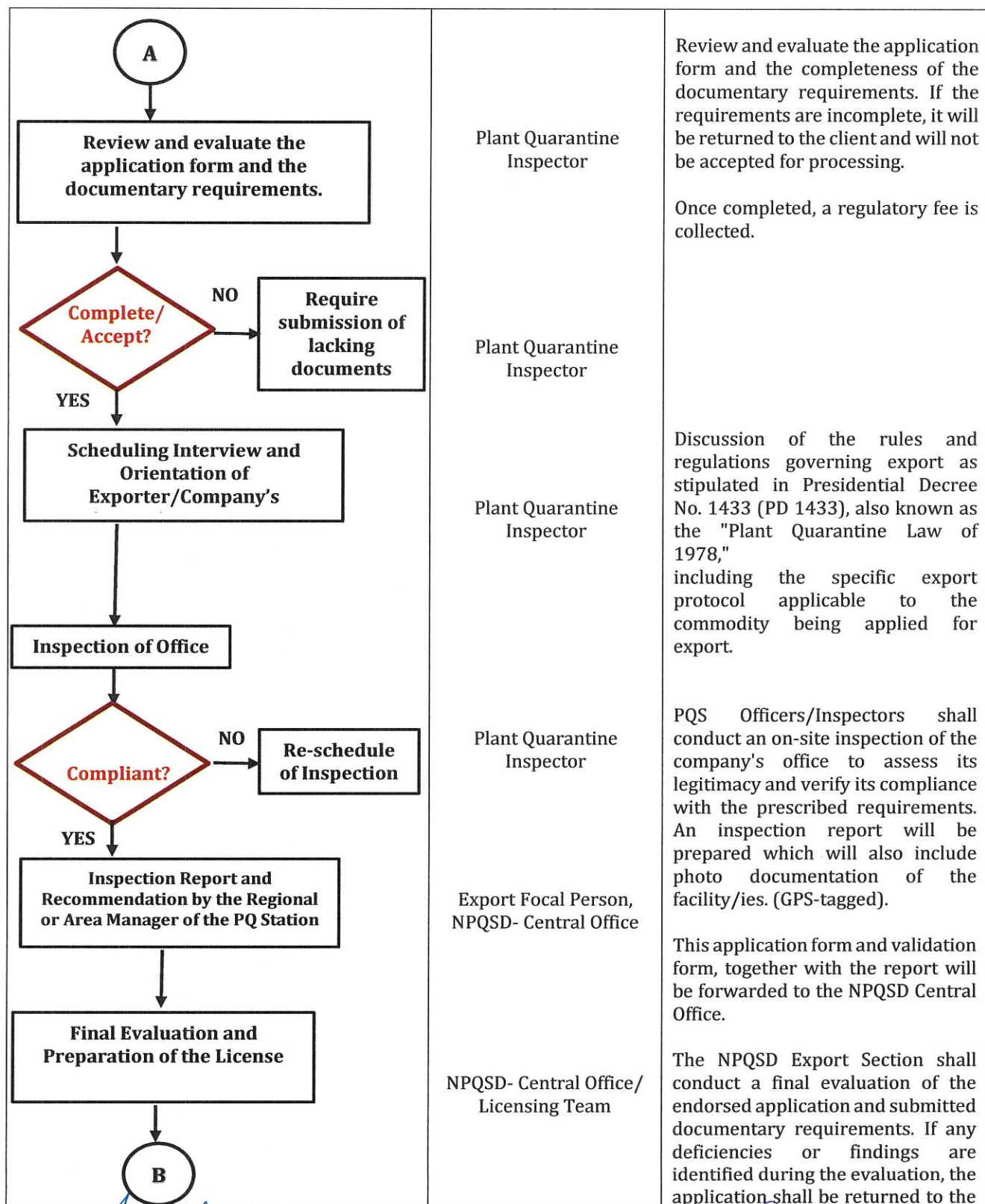
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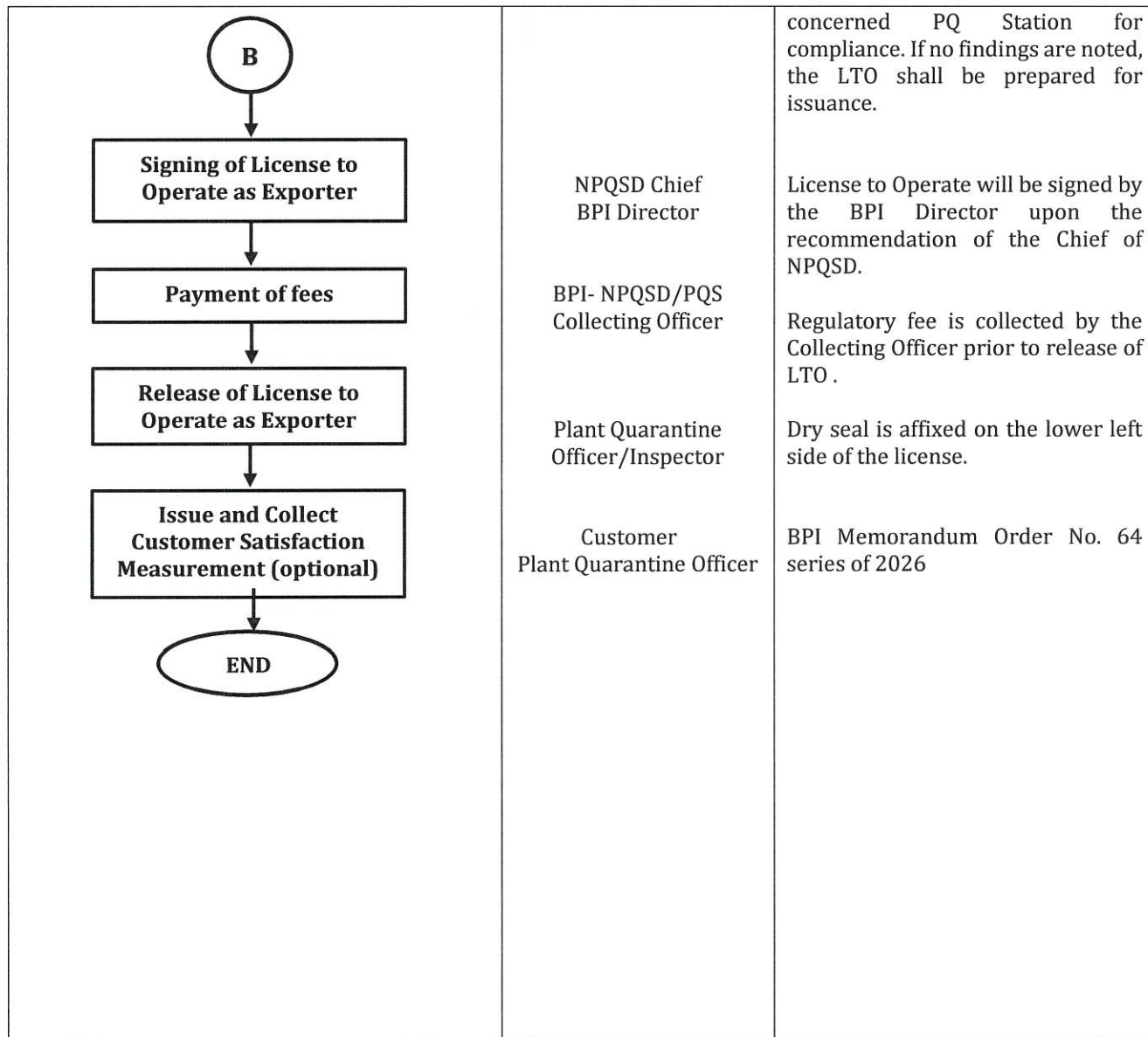
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5.0 Forms Used and Records Generated

- 5.1 BPI "Q" Form No. 10a – Application for License to Operate as Exporter
- 5.2 BPI "Q" Form No. 10b – Validation and Evaluation Form for License to Operate as Exporter
- 5.3 BPI Q Form No. 14- Inspection Checklist (Office)
- 5.4 BPI "Q" Form No. 11a- License to Operate (Exporter)
- 5.5 BPI "Q" Form No. 22 - Charge Slip

Prepared by:
SHEREENE R. SAMALA
Head, Export Section

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

29 June 2026



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5.6 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 Administrative Circular No. 1 series of 2021-** Requirements on the Licensing and Registration of Food Business Operators (FBOs) Engaged in the Primary Production, Minimal Processing, Transport and Distribution of Plant Food.
- 6.3 Department Circular No. 05 series of 2019-** Protocol for the Export of Fresh Banana
- 6.4 Memorandum Circular No. 01 series of 2013** - Protocol for the Export of Fresh Pineapple
- 6.5 Memorandum Order No. 284 Series of 2025-** Protocol for the Export of fresh and frozen Okra to Japan
- 6.6 Memorandum Order No. 179 Series of 2007-** Protocol for the Export of Fresh Asparagus
- 6.7** Bilateral Agreements for the Export of Fresh Fruits and Vegetables
- 6.8 DA Administrative Circular No. 9 Series 2015** - Plant Quarantine Service Regulatory Fees.
- 6.9 BPI Memorandum Order No. 64, Series of 2026:** Amendment to Memorandum Order No. 150, Series of 2025 re: Amendment to Memorandum Order No. 336, Series of 2024 re: Customer Satisfaction Measurement (CSM).

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 27 June 2026