



Bureau of Plant Industry
**OPERATIONAL PROCEDURES
MANUAL**

Document No.: BPI-QMS-NPQSD-OP7

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 – PACKING FACILITY

1.0 Objective

To assure that fruits and vegetables for export shall only be processed in licensed packing facilities.

2.0 Scope

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

3.0 Definition of Terms

Term	Definition
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Licensing	the process in which Department of Agriculture through its regulatory agencies approve an application of a person, corporation, cooperative, agriculture or fisheries establishment or other juridical persons for authority to operate an establishment and to engage in any activity in the primary production and post-harvest of the food supply chain to produce safe primary and post-harvest animal and plant food and inputs. It includes facilities involved in activities related to agro-chemical and other inputs in the primary and post-harvest stages of production. The approval will require proving capability to operate a facility or establishment or to engage in activities in the primary production and post-harvest stages of the food supply chain and covered by the license.
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4.0 Procedure Details

FLOW	PERSON/UNIT RESPONSIBLE	DETAILS
START Submission of Notarized Application Form (BPI "Q" Form No. 10d) together with validation form (BPI "Q" Form No. 10e) other required documents A	Exporter Plant Quarantine Inspector	Fill out the application form, have it notarized, and submit it to the nearest Plant Quarantine (PQ) Station together with the Validation form and complete documentary requirements.

Prepared by: SHEREENE R. SAMALA
Head, Export Section

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



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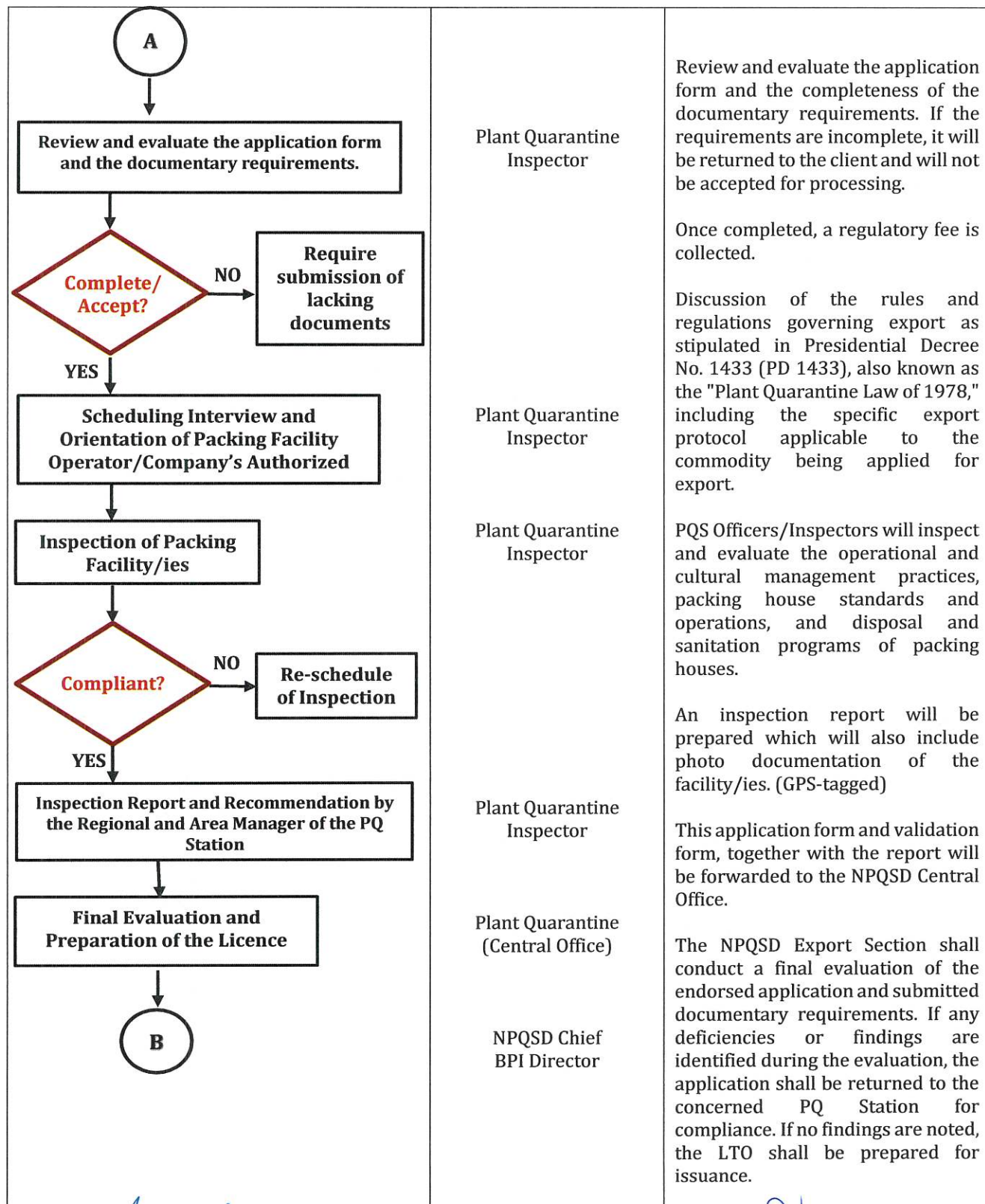
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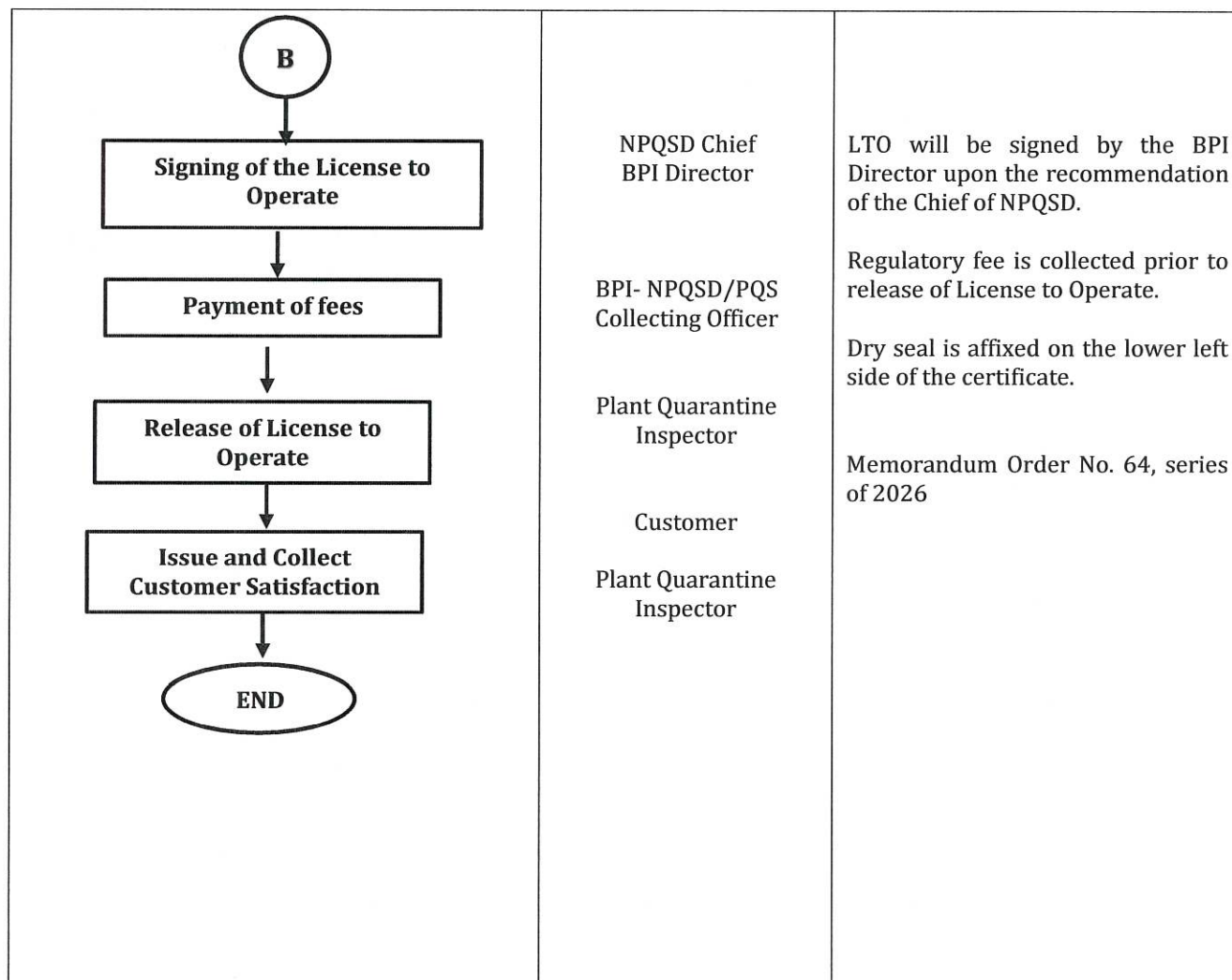
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5.0 Forms Used and Records Generated

- 5.1 BPI "Q" Form No. 10d - Application for License to Operate – Packing Facility
- 5.2 BPI "Q" Form No. 10e - Validation and Evaluation Form for License to Operate - Packing Facility
- 5.3 BPI Q Form No. 14a- Inspection Checklist (Licensing of Packing Facility)
- 5.4 BPI "Q" Form No. 22 - Charge Slip
- 5.5 BPI "Q" Form No. 11b - License to Operate – Packing Facility
- 5.6 BPI-QMS-KMT-F8b - Accomplished Customer Satisfaction Measurement (CSM)

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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.




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Approved by: JOAN-MAY R. TOLENTINO
Date Signed: Chief, NPQSD 29 June 2026