



Bureau of Plant Industry
**OPERATIONAL PROCEDURES
MANUAL**

Document No.: BPI-QMS-NPQSD-OP9

Preparation Date: June 25, 2026

Revision No.: 4

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

Subject: **ISSUANCE OF CERTIFICATE OF REGISTRATION FOR FARMS AND GROWERS**

1.0 Objective

To assure that fruits and vegetables for export shall only be sourced from registered farms and growers.

2.0 Scope

This procedure starts from the filling up the application form, evaluation, inspection, preparation of certificates, payment and ends with releasing of approved Certificate of Registration.

3.0 Definition of Terms

Term

Definition

Registration

the process in which Department of Agriculture through its regulatory agencies enter information about agriculture and fisheries establishment engaged in the primary production and post-harvest of the food supply chain including facilities involved in activities related to agro-chemical and other inputs in the primary and post-harvest stages of production, in an official list or system for entering names and information of the DA-FSRAs.

4.0 Procedure Details

FLOW	PERSON/UNIT RESPONSIBLE	DETAILS
START ↓ Submission of Notarized Application Form (BPI "Q" Form No. 10c) together with validation form (BPI "Q" Form No. 10g) other required documents ↓ A	Exporter Plant Quarantine Inspector (PQI)	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.

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Head, Export Section

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



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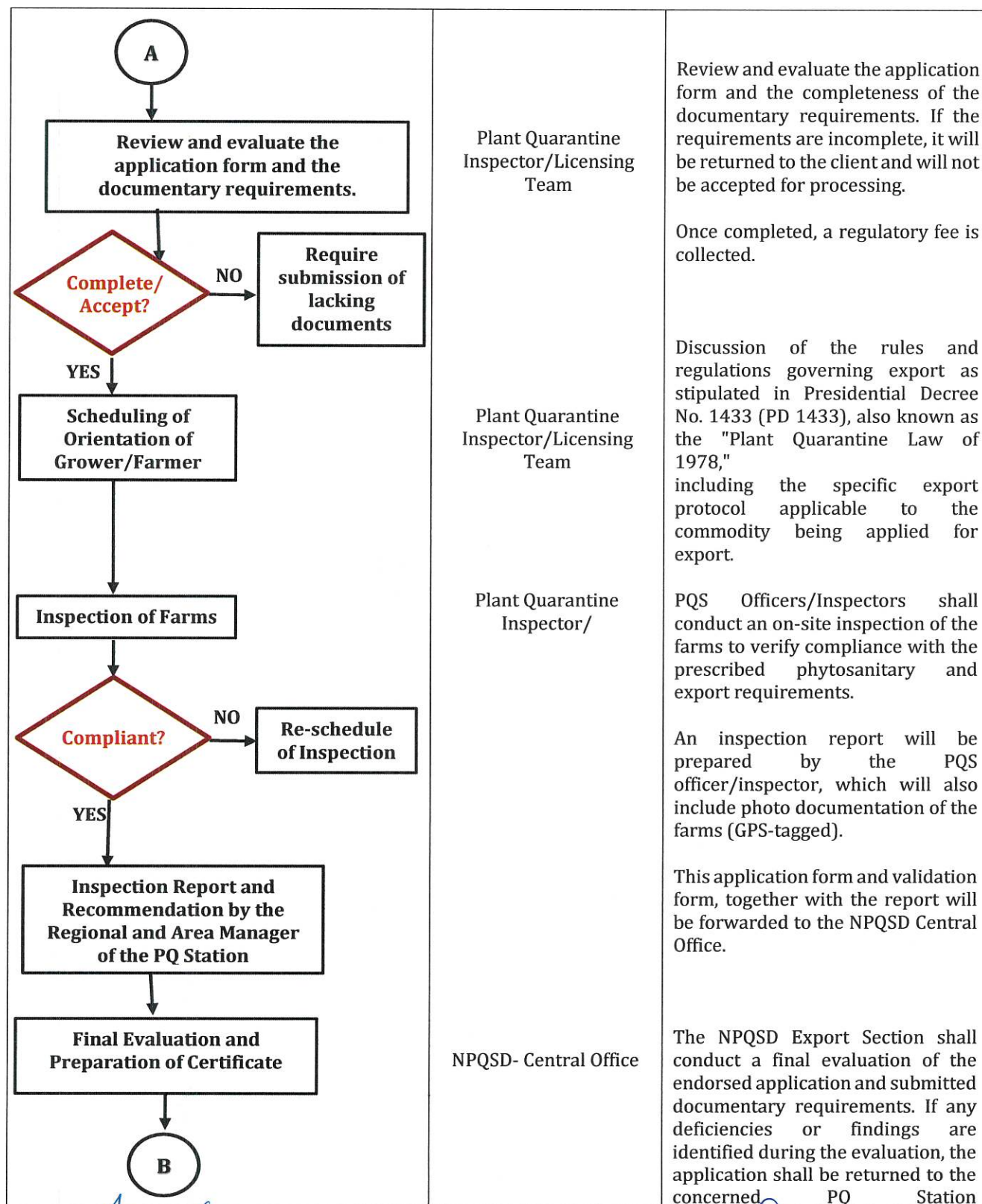
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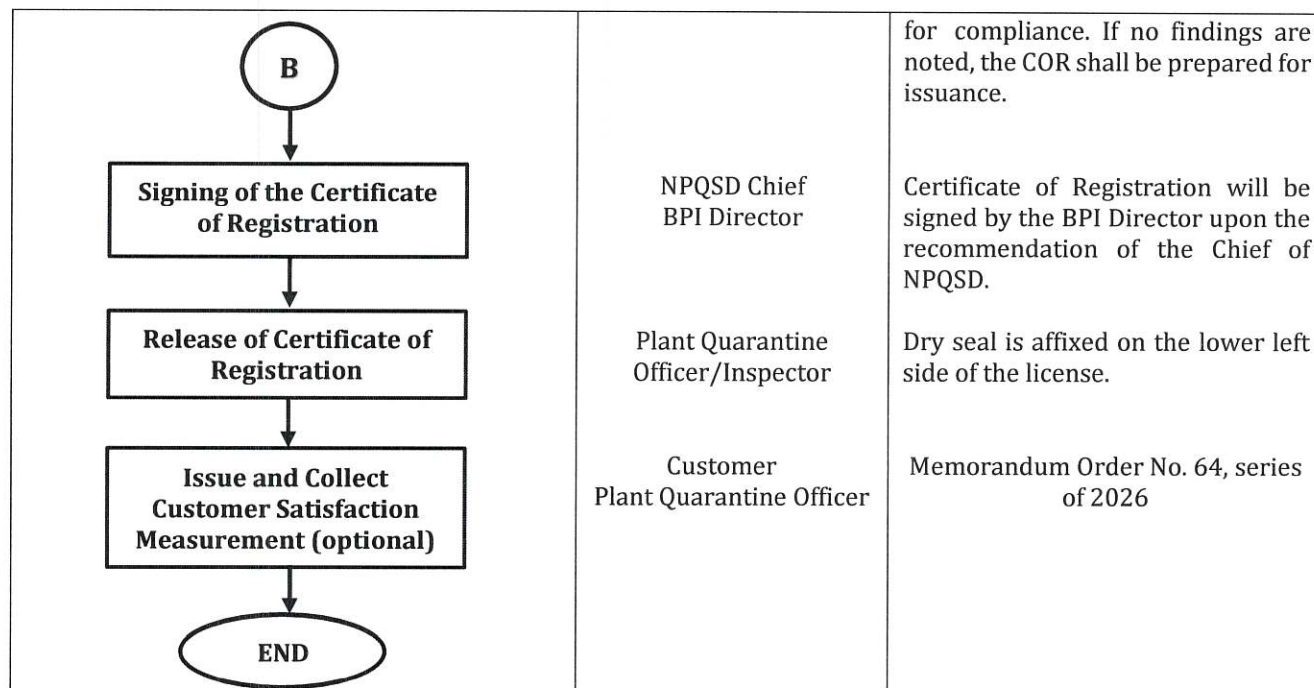
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5.0 Forms Used and Records Generated

- 5.1 BPI "Q" Form No. 10c – Application for License for Certificate of Registration as Grower/Farmer
- 5.2 BPI "Q" Form No. 10g – Validation and Evaluation Form for Application for Certificate of Registration as Grower/Farmer
- 5.3 BPI Q Form No. 14b- Inspection Checklist (Registration of Farms)
- 5.4 Certificate of Registration
- 5.5 BPI "Q" Form No. 22 - Charge Slip
- 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*

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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 **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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Joan-May R. Tolentino
Approved by: JOAN-MAY R. TOLENTINO
Date Signed: Chief, NPQSD *29 Jul 2026*