



### Issuance of Clearance for Domestic Transport

The National Plant Quarantine Services Division (NPQSD) of the Bureau of Plant Industry (BPI) issues clearance for domestic transport of plants and plant products.

<b>Office:</b>	National Plant Quarantine Services Division – Domestic Section			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ol style="list-style-type: none"> <li>1. Duly Accomplish Application Form (<i>Original, 1 copy</i>)</li> <li>2. Actual Commodity/Shipment for Inspection</li> <li>3. Others Documents/Clearances from other Agencies (if applicable) (<i>Submit Original for photocopy</i>)</li> </ol>			NPQSD Applicant  Applicant	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill up Application Form together with other required documents	1.1 Evaluate application and other documents	None	3 Minutes	Applicant,  Ace C. Pascual <i>Senior Agriculturist</i> <i>Domestic Section, NPQSD</i>  Joshua Timothy G. Perez <i>Project Assistant III</i> <i>Domestic, Section NPQSD</i>  Jed Nacalaban <i>Clerk IV</i> <i>Domestic, Section, NPQSD</i>  Plant Quarantine Stations

<p>2. Submit Application Form</p>	<p>2.2 Discuss Protocols, rules and regulation governing domestic transport (P.D. 1433, and other domestic protocols)</p>	<p>None</p>	<p>5 Minutes</p>	<p>Applicants,</p> <p>Leslie A. Manalo  <i>Supervising Agriculturist</i>  <i>Domestic Section, NPQSD</i></p> <p>Ace C. Pascual  <i>Senior Agriculturist</i>  <i>Domestic Section, NPQSD</i></p> <p>Catalina D. Calejo  <i>Senior Agriculturist</i>  <i>Domestic Section, NPQSD</i></p> <p>Joshua Timothy G. Perez  <i>Project Assistant III</i>  <i>Domestic Section, NPQSD</i></p> <p>Plant Quarantine Stations</p>
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<p>3. Present actual Inspection of the Commodity</p>	<p>3.1 Inspect actual commodity</p>	<p>None</p>	<p>5-10 Minutes</p>	<p>Applicant,  Ace C. Pascual  <i>Senior Agriculturist</i>  <i>Domestic Section, NPQSD</i></p> <p>Catalina D. Calejo  <i>Senior Agriculturist</i>  <i>Domestic Section, NPQSD</i></p> <p>Joshua Timothy G. Perez  <i>Project Assistant III</i>  <i>Domestic Section, NPQSD</i></p> <p>Ryan D. Atienza,  <i>Clerk IV</i>  <i>Domestic Section, NPQSD</i></p> <p>Jed Nacalaban  <i>Clerk IV</i>  <i>Domestic Section, NPQSD</i></p> <p>All Plant Quarantine Stations</p>
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	<p>3.1.a Commodity subject for Laboratory (if applicable)</p>	<p>None</p>	<p>Varies depending on the test to be done.</p>	<p>Laurie A. Salumbides <i>Senior Agriculturist</i> <i>Central Laboratory, NPQSD</i></p> <p>Vince Marco C. Vilar <i>Science Research Technician</i> <i>Central Laboratory, NPQSD</i></p> <p>Ella Mae B. Lacanilao <i>Science Research Technician</i> <i>Central Laboratory, NPQSD</i></p> <p>All Plant Quarantine Laboratories</p>
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	3.2 Printing of CDT	None	2 Minutes	<p>Ryan D. Atienza,  <i>Clerk IV</i>  <i>Domestic Section, NPQSD</i></p> <p>Maria Elena A. Dupalco  <i>Agri-Tech I</i>  <i>Domestic Section, NPQSD</i></p> <p>Jed Nacalaban  <i>Clerk IV</i>  <i>Domestic Section, NPQSD</i></p> <p>Princess V. Anicoy  <i>Computer Operator I</i>  <i>Domestic Section, NPQSD</i></p> <p>All Plant Quarantine Station</p>
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	3.3 Signing of CDT	None	2 Minutes	<p>Jessa Blessilda G. Antero  <i>Senior Agriculturist</i>  <i>Admin Section, NPQSD</i></p> <p>Jay-R M. Millanes,  <i>Senior Agriculturist</i>  <i>Export Section, NPQSD</i></p> <p>Leslie A. Manalo  <i>Supervising Agriculturist</i>  <i>Domestic Section, NPQSD</i></p> <p>Catalina D. Calejo  <i>Senior Agriculturist</i>  <i>Domestic Section, NPQSD</i></p> <p>Laurie A. Salumbides  <i>Senior Agriculturist</i>  <i>Central Laboratory, NPQSD</i></p> <p>All Designated Plant Quarantine  Officer</p>
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4. Fill up Feedback Form	4.1 Provide and collect feedback form	None	3 Minutes	<p>Joshua Timothy G. Perez  <i>Project Assistant III</i>  <i>Domestic Section, NPQSD</i></p> <p>Ryan D. Atienza,  <i>Clerk IV</i>  <i>Domestic Section, NPQSD</i></p> <p>Maria Elena A. Dupalco  <i>Agri-Tech I</i>  <i>Domestic Section, NPQSD</i></p> <p>Jed Nacalaban  <i>Clerk IV</i>  <i>Domestic Section, NPQSD</i></p> <p>Princess V. Anicoy  <i>Computer Operator I, NPQSD</i></p> <p>All Plant Quarantine Stations</p>
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<p>5. Receive Clearance for Domestic Transport</p>	<p>5.1 Release of CDT with Dry Seal</p>	<p>None</p>	<p>5 Minutes</p>	<p>Ace C. Pascual  <i>Senior Agriculturist</i>  <i>Domestic Section, NPQSD</i></p> <p>Joshua Timothy G. Perez  <i>Project Assistant III</i>  <i>Domestic Section, NPQSD</i></p> <p>Ryan D. Atienza,  <i>Clerk IV</i>  <i>Domestic Section, NPQSD</i></p> <p>Maria Elena A. Dupalco  <i>Agri-Tech I</i>  <i>Domestic Section, NPQSD</i></p> <p>Jed Nacalaban  <i>Clerk IV</i>  <i>Domestic Section, NPQSD</i></p> <p>Princess V. Anicoy  <i>Computer Operator I,</i>  <i>Domestic Section, NPQSD</i></p> <p>All Plant Quarantine Stations</p>
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<p>6. Fill up Customer Satisfaction Form (CSF)</p>	<p>6.1 Provide and collect CSF</p>	<p>None</p>	<p>5minutes</p>	<p>Joshua Timothy G. Perez <i>Project Assistant III</i> <i>Domestic Section, NPQSD</i></p> <p>Ryan D. Atienza, <i>Clerk IV</i> <i>Domestic Section, NPQSD</i></p> <p>Maria Elena A. Dupalco <i>Agri-Tech I</i> <i>Domestic Section, NPQSD</i></p> <p>Jed Nacalaban <i>Clerk IV</i> <i>Domestic Section, NPQSD</i></p> <p>Princess V. Anicoy <i>Computer Operator I</i> <i>Domestic Section, NPQSD</i></p> <p>All Plant Quarantine Stations</p>
	<p><b>TOTAL</b></p>		<p><b>35 Minutes</b></p>	