



Issuance of License to Operate - Packing Facility

The National Plant Quarantine Services Division (NPQSD) of the Bureau of Plant Industry (BPI) issues License to Operate- Packing Facility

Office:	National Plant Quarantine Services Division – Export Section	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ol style="list-style-type: none"> 1. Notarized Application Form with attached 2x2 colored picture of the owner, authorized representative and/or designated Food Safety Compliant Officer (FSCO) in white background 2. Current Mayor’s Permit/Business Permit 3. Current Sanitary Permit 4. Proof of business Establishment: <ul style="list-style-type: none"> For Corporation: Security and Exchange Commission (SEC) For Cooperatives: Cooperative Development Authority (CDA) For Single Proprietorship: Department of Trade and Industry (DTI) Registration For Philippine Economic Zone Authority (PEZA): Certificate of Registration 5. Internal Control System (ICS) and Food Safety Plan <ol style="list-style-type: none"> a. Traceability System and Recall Program b. Disposal System for rejected fruits c. Disinfestation Program for the Packing facility d. Written SOP including Pest Management, and other safeguards 6. Certificate of Attendance of Owners, Facility Manager, or Quality Assurance Personnel on training/seminar of Good Agricultural Practices (GAP) 7. Lay-out, pictures and location of the facility 8. Packing Facility Process Flow 9. List of technical and Non-technical personnel, and Quality assurance personnel with corresponding qualifications 		<p>Bureau of Plant Industry – National Plant Quarantine Services Division</p> <p>(Nearest Plant Quarantine Station)</p>



10. Certificate of Registration (COR) of farm Source 11. List of Licensed Exporters and Licensed Distributor 12. Designated FSCO/FSCOs 13. Certificate of Completion (Orientation of Applicant) 14. BPI-PQS Inspection Report				
CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Notarized Application Form together with other required documents to the nearest PQS office [regional Licensing and Registration Screening Committee (LRSC) where the business is located]	1.1 Review and Evaluate application form and other documents	P1,000.00	60 Minutes	Applicant, Sherwin D. Dannog <i>Project Assistant III</i> <i>Export Section, NPQSD</i> Plant Quarantine Station
2. Interview/Orientation of Packing Facility Owners	2.1 Discuss Protocols, rules and regulation governing export (P.D. 1433, and other export protocols)	None	2 Hours	Mea Mikki B. Tabago <i>Agriculturist I</i> <i>Export Section, NPQSD</i>



3. Actual Inspection	3.1 Inspect exporters office	None	1 Day	Danton Jose Nilo <i>Senior Agriculturist</i> Export Section, NPQSD Mea Mikki B. Tabago <i>Agriculturist I</i> Export Section, NPQSD Sherwin D. Dannog <i>Project Assistant III</i> Export Section, NPQSD Plant Quarantine Station Food Safety Unit
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	3.2 Prepare Inspection Report	None	1 Day	<p>Danton Nilo <i>Senior Agriculturist</i> Export Section, NPQSD</p> <p>Mea Mikki B. Tabago <i>Agriculturist I</i> Export Section, NPQSD</p> <p>Sherwin D. Dannog <i>Project Assistant III</i> Export Section, NPQSD</p> <p>Plant Quarantine Station</p> <p>Food Safety Unit</p>
	3.4 Evaluation and endorsement of PPSSD to NPQSD	None	4 Days	PPSSD Personnel

	<p>3.5 Prepare License to Operate as Packing Facility with Corresponding Packing code</p>	<p>None</p>	<p>30 Minutes</p>	<p>Danton Nilo <i>Senior Agriculturist</i> Export Section, NPQSD</p> <p>Mea Mikki B. Tabago <i>Agriculturist I</i> Export Section, NPQSD</p> <p>Sherwin D. Dannog <i>Project Assistant III</i> Export Section, NPQSD</p>
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	3.6 Recommendation and Countersign the License to Operate-Packing Facility	None	30 Minutes	Jay-R M. Millanes <i>Senior Agriculturist</i> Export Section Head
	3.7 Approve or disapprove License to Operate -Packing Facility	None	30 Minutes	Gerald Glenn F. Panganiban, Ph.D. <i>Director, BPI</i>
4. Receive Order of Payment	4.1 Issue Order of Payment	None	3 Minutes	Applicant, Sherwin D. Dannog <i>Project Assistant III</i> Export Section, NPQSD
5. Payment of License Fee	5.1 Receive Payment of License Fee	License Fee: 1500.00 Renewal: 1,500.00 For additional packing facility: 200.00/facility	2 Minutes	Applicant, Dianne Joy V. Katigbak <i>Agricultural Technician II</i> Admin Section, NPQSD Yves D. Maminta <i>Admin Aide VI</i> Admin Section, NPQSD Plant Quarantine Station
6. Receive License to Operate	6.1 Release License to Operate -Packing	None	5 Minutes	Applicant, Plant Quarantine Station
7. Fill out Customer Satisfaction Form (CSF)	7.1 Provide and collect CSF	None	3 Minutes	Customer
	TOTAL	2500.00	6 Days, 4 Hours, 43 Minutes	

