



Issuance of License to Operate as Quarantine Treatment Provider

The National Plant Quarantine Services Division (NPQSD) of the Bureau of Plant Industry (BPI) issues License to Operate as Quarantine Treatment Provider (QTP)

Office:	National Plant Quarantine Services Division – Export Section	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to C Government Citizen, G2B – Government to Business, G2G – Government to	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ol style="list-style-type: none"> 1. Notarized Application Form for License to Operate of QTP (<i>Original, 1 copy</i>) 2. Copies of Security and Exchange Commission (SEC) / Department of Trade and Industry (DTI) Certificate of Registration (<i>CTC, 1 copy</i>) 3. Current Mayor’s Permit (<i>CTC, 1 copy</i>) 4. Two (2) 2x2 ID picture of the owner and Representative/s 5. Company profile (<i>Original, 1 copy</i>) 6. Tax Identification Number (TIN) of the company (<i>CTC, 1 copy</i>) 7. List of Operators (including their Qualifications, Training and Certificates) (<i>Original, 1 copy</i>) 8. Lay-out/pictures/description of the Treatment Facility (<i>Original, 1 copy</i>) <p>Additional Requirements: (<i>Original, 1 copy</i>)</p> <p>FUMIGATION FPA License (<i>CTC, 1 copy</i>) List of Equipment List of Equipment Running Test List and Qualification of AFAS accredited fumigator and other fumigation personnel</p> <p>HEAT TREATMENT Chamber Test List of Equipment</p> <p>VAPOR HEAT TREATMENT Sensor Test Running Test</p>		<p>Bureau of Plant Industry – National Plant Quarantine Services Division</p> <p>(Nearest Plant Quarantine Station)</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit Notarized Application Form together with other required documents to the nearest PQS office where the business is located</p>	<p>1.1 Evaluate application form and other documents</p>	<p>P1,000.00</p>	<p>1 Hour</p>	<p>Applicant, Paula R. del Rosario <i>Senior Agriculturist</i> <i>ICS</i> Mea Mikki B. Tabago <i>Agriculturist I</i> <i>Export Section, NPQSD</i> Plant Quarantine Station</p>
<p>2. Schedule visit of site/ facility/ office</p>	<p>2.2 Discuss Protocols, rules and regulation governing export (P.D. 1433, and other export protocols)</p>	<p>None</p>	<p>2 Hours</p>	<p>Applicant, Paula R. del Rosario <i>Senior Agriculturist</i> <i>ICS</i> Plant Quarantine Station</p>

3. Treatment Demonstration	3.1 Conduct inspection of office/facility and physical inventory of equipment	None	2 Days	<p>Applicant, Paula R. del Rosario <i>Senior Agriculturist</i> <i>ICS</i></p> <p>Mea Mikki B. Tabago <i>Agriculturist I</i> <i>Export Section, NPQSD</i></p> <p>Plant Quarantine Station</p>
	3.2 Actual testing of equipment and evaluation of competency of personnel in conducting treatment	None	2 Days	<p>Applicant, Paula R. del Rosario <i>Senior Agriculturist</i> <i>ICS</i></p> <p>Daisy May Delos Santos <i>Project Assistant III</i> <i>PQS-OSEDC</i></p> <p>Plant Quarantine Station</p>
	3.3 Prepare Inspection / Evaluation Report	None	1 Day	<p>Paula R. del Rosario <i>Senior Agriculturist</i> <i>ICS</i></p> <p>Daisy May Delos Santos <i>Project Assistant III</i> <i>PQS-OSEDC</i></p> <p>Plant Quarantine Station</p>



	3.4 Evaluate and endorse application to the Chief	None	30 Minutes	Jay-R M. Millanes <i>Senior Agriculturist</i> Export Section Head Shereene R. Samala <i>OIC-Chief, NPQSD</i>
	3.5 Prepare the License to Operate – Quarantine Treatment Provider with Corresponding QTP code	None	30 Minutes	Paula R. del Rosario <i>Senior Agriculturist</i> ICS

	3.6 Countersign the License to Operate as Quarantine Treatment Provider	None	30 Minutes	Shereene R. Samala <i>OIC-Chief, NPQSD</i>
	3.7 Approve or disapprove the License to Operate as Quarantine Treatment Provider	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, Paula R. del Rosario <i>Senior Agriculturist</i> Plant Quarantine Station
5. Payment of License Fee	5.1 Receive Payment of License Fee	License Fee: 1500.00 Renewal: 1,500.00	2 Minutes	Applicant, Dianne Joy V. Katigbak <i>Agricultural Technician II</i> <i>Admin Section, NPQSD</i> Yves D. Maminta <i>Admin Aide VI</i> <i>Admin Section, NPQSD</i> Plant Quarantine Station
6. Receive License to Operate	6.1 Release License to Operate as Quarantine Treatment Provider	None	5 Minutes	Applicant, Paula R. del Rosario <i>Senior Agriculturist</i> <i>ICS</i> Plant Quarantine Station

7.Fill out Customer Satisfaction Form (CSF)	7.1 Provide and collect CSF	None	5 Minutes	Customer
	TOTAL	2500.00	5 Days, 5 Hours, 15 Minutes	