



. Issuance of Phytosanitary Certificate (PC)

The National Plant Quarantine Services Division (NPQSD) of the Bureau of Plant Industry (BPI) issues Phytosanitary Certificate

Office:	National Plant Quarantine Services Division – Export Section			
Classification:	Complex			
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	
1. Duly Accomplished Application Form (BPI Q Form No. 10) <i>(Original, 1 copy)</i> 2. Actual commodity/shipment for inspection 3. Other documents/clearances from other agencies (if applicable) <i>(Original, 1 copy)</i>			BPI- NPQSD Or Plant Quarantine Station (PQS)	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Application form for Inspection and Phytosanitary Certification	1.1 Reviews and evaluate application	None	3 Minutes	Applicant, Danton 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



	1.2 Record and Endorse evaluated PC Application for Commodity Inspection	None	2 Minutes	Danton Nilo <i>Senior Agriculturist</i> Export Section, NPQSD
2. Present actual commodity for inspection	2.2 Inspect commodity (duration may vary depending on the quantity to be exported)	Reimbursement of transportation expenses	5 Minutes To 2 Hours	Danton 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



	2.3 If treatment is required, PQ Officer will supervise the treatment. After treatment, The Quarantine	Reimbursement of transportation, meal and	1 Hour To 3 Days	Danton 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 Licensed Quarantine Treatment Providers Plant Quarantine Station
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	Treatment Provider (QTP) will issue the certificate- (duration may vary depending on the treatment procedure)	Overtime Services. Cost of Treatment		
	2.4 Laboratory Analysis for specific commodities to specific countries (duration of analysis may vary depending on the pest that has to be identified)	None	1 To 7 Days	<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>

	2.5 Printing of Phytosanitary Certificate	None	10 Minutes	<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>
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	2.6 Signing of Phytosanitary Certificate	None	5 Minutes	<p>Leslie A. Manalo <i>Supervising Agriculturist Domestic Section, NPQSD</i></p> <p>Jessa Blessilda G. Antero <i>Senior Agriculturist Admin Section, NPQSD</i></p> <p>Jay-R M. Millanes, <i>Senior Agriculturist Export Section, NPQSD</i></p> <p>Catalina D. Calejo <i>Senior Agriculturist Domestic Section, NPQSD</i></p> <p>Laurie A. Salumbides <i>Senior Agriculturist Central Laboratory, NPQSD</i></p> <p>All Deputized Plant Quarantine Officer(Stations)</p>
3. Receive Order of Payment	3.1 Issue Order of Payment	None	2 Minutes	<p>Danton Nilo <i>Senior Agriculturist Export Section, NPQSD</i></p>



4. Payment of Regulatory Fee	4.1 Receive Payment of Regulatory Fee	*see list below	3 Minutes	<p>Applicant, Dianne Joy V. Katigbak <i>Agricultural Technician II</i> Admin Section, NPQSD</p> <p>Yves D. Maminta <i>Admin Aide VI</i> Admin Section, NPQSD</p> <p>Plant Quarantine Station</p>
5. Receive Phytosanitary Certificate	5.1 Release Phytosanitary Certificate	None	2 Minutes	<p>Danton Nilo <i>Senior Agriculturist</i> Export Section, NPQSD</p>
6. Fill out Customer Satisfaction Form (CSF)	6.1 Provide and collect CSF	None	5 Minutes	Applicant
TOTAL			1 Day, 1 Hour & 37 Minutes Or up to 7 days	

