

21. 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.

Office:	National Plant Quarantine Services Division – Domestic 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 Accomplish Application Form (<i>Original, 1 copy</i>) 2. Actual Commodity/Shipment for Inspection 3. Others Documents/Clearances from other Agencies (if applicable) (<i>Submit Original for photocopy</i>)			NPQSD Applicant	
			Applicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up Application Form together with other required documents	1.1 Evaluate application and other documents	None	3 Minutes	Regional LRSC Secretariat
2. Submit Application Form	2.2 Discuss Protocols, rules and regulation governing domestic transport (P.D. 1433, and other domestic protocols)	None	5 Minutes	NPQSD Central Office - Licensing and Registration Unit / Regional LRSC
3. Present actual Inspection of the Commodity	3.1 Inspect actual commodity	None	5-10 Minutes	PQ Inspector
	3.2 Printing of CDT	None	2 Minutes	PQ Inspector
	3.3 Signing of CDT	None	2 Minutes	PQ Officer
4. Fill up Feedback Form	4.1 Provide and collect feedback form	None	3 Minutes	Client
5. Receive Clearance for Domestic Transport	5.1 Release of CDT with Dry Seal	None	5 Minutes	PQ Officer

6. Fill up Customer Satisfaction Form (CSF)	6.1 Provide and collect CSF	None	5minutes	NPQSD Staff
			35 Minutes	
		TOTAL		