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July 2, 2013

**ADMINISTRATIVE CIRCULAR NO. 03**  
Series of 2013

**SUBJECT: PROCEDURES ON THE IMPORTATION OF AGRICULTURAL AND FISHERIES PRODUCTS BY THE DIPLOMATIC MISSIONS BASED IN THE PHILIPPINES**

WHEREAS, Administrative Order No. 09, Series of 2010 prescribes rules and regulations aimed at facilitating trade while protecting human, animal and plant life or health from risks arising from the entry, establishment and spread of pests and diseases that imported commodities may bring into the Philippine territory;

WHEREAS, several diplomatic missions based in the Philippines bring agricultural products into the Philippines for their official use and for the provisions of their staff;

WHEREAS, while the Vienna Convention of Diplomatic Relations (VCDR) provides privileges and immunities to diplomatic mission, there are rules to be followed on matters pertaining to quarantine to ensure that the required SPS measures are met;

WHEREAS, the VCDR encourages the host government to facilitate the expeditious release of diplomatic shipments.

NOW, THEREFORE, I, PROCESO J. ALCALA, Secretary of the Department of Agriculture (DA), in accordance with the powers vested in me by law, do hereby issue this Circular prescribing the following procedures on the importation of agricultural and fisheries products by the diplomatic missions based in the Philippines;

1. The diplomatic mission must apply for an SPS Import Clearance at the InterCommerce website ([www.intercommerce.com.ph](http://www.intercommerce.com.ph))
2. The diplomatic mission can only source their products from the DA accredited countries and/or establishments.
3. The competent authority of the country of origin must issue International Health Certificate for the shipment.
4. Upon arrival of the shipment, the Quarantine Officers on duty at the port of entry shall conduct a preliminary examination of the products with the presence of the consignees' representative.
5. Pursuant to the VCDR, payment of inspection fee is waived.
6. If products are cleared by the Quarantine Officer, shipment shall be transferred to the designated cold storage/warehouse of the mission. Otherwise, the products are subject to: (1) confiscation and condemnation; (2) reshipment to the country of origin; or (3) reshipment to a third country.

This Circular shall take effect immediately.

**PROCESO J. ALCALA**