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BPI MEMORANDUM CIRCULAR

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SUBJECT: Implementation of the Philippine Plant Quarantine Service Seed Import/Export Procedures Manual and Adoption of the Quarantine Pest List for Seed

The Philippine Seed Import/Export Procedures Manual has been developed to provide transparency and clarity to the procedures utilized by the Plant Quarantine Service in the approval of imports and/or exports of seed. This manual is based on process management which is a tool used to control processes, procedures and activities to streamline operations.

The core process defined in this manual is the "Seed Import and Export" that includes four operational procedures and two support procedures. Operational procedures: a) Seed Import Permit Procedure; b) Seed Import Clearance Procedure; c) Seed Export Procedure; d) Non-compliance Procedure; and e) Appeals Procedure. The two support procedures include: a) Document Control Procedure and b) Record Control Procedure.


Each procedure includes the purpose which indicates why the procedure is important and the scope which defines the beginning and end of the procedure. It also contains the description of the activities that define the "what", "when" and "where" and describes the sequence that must be followed. The activities are directly linked to the flowchart that provides visual presentation of each procedure. Formats for records and reports are included as annexes and are linked to each pertinent activity.

The Philippine list of quarantine pests for ~~micro~~ crops which are the pests that should be prevented from being introduced into the country would also be adopted.

**GININTUANG
MASAGANANG
ANI**

The Import/Export Procedures Manual and the list of Quarantine pests has been approved for implementation and adoption.

For implementation and guidance of all concerned.


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