

STREAMLINED PROCEDURE IN THE ISSUANCE/GRANTING OF PERMITS/LICENSES, ETC.

MEMORANDUM CIRCULAR NO. 1, S. 2002, JANUARY 15, 2002, March 18, 2002

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In response to the President's call to reduce bureaucratic red tape in government, the Department of Agriculture hereby prescribes the attached standards processing time for various permits/licenses granted by BAI, BFAR, BPI, FIDA, NMIC and SRA.

Adopted: 15 Jan. 2002

(SGD.) LEONARDO Q. MONTEMAYOR
Secretary

AGENCY/BUREAU: BUREAU OF ANIMAL INDUSTRY (BAI)

TYPES OF PERMITS/LICENSES/REGISTRATION

PROCESSING TIME

NO. OF SIGNATORIES

REMARKS

IMPORTATION

-Swine & Poultry and Animal Hides

22 min

2

-Dogs & Cats wild Exotic Animals

22 min

1

-Cattle and Horses

22 min

3

-Meat and Meat Products

22 min

2

EXPORTATION

-Live Animals, an Other Commodity

22 min

1

DOMESTIC MOVEMENTS

- Live Animals, Animal Products and By-products

11 min

1

Licensing of Establishment under RA 3720

-Initial 1/

70 min

3

Requires DENR-ECC-PTO DTI/BIR, Mayor's Permit, Affidavit of Technical Consultant and ocular inspection of plant/warehouse laboratory facilities

-Renewal

37

Veterinary Drug and Product Registration under RA 3720

-Initial 1/

8 min

3

Requires brand name clearance, evaluation and labels declaration form, results of analysis and technical dossiers:

-Chemical description

-Pharmaceutical properties

-Pre-clinical studies

-Local studies

-Renewal

6 min

Registration of Establishment and Products under RA 1556

-Initial 1/

1 hr

3

Re Requires DENR-ECC-PTO DTI/BIR, Mayor's Permit, Affidavit of Technical Consultant and ocular inspection of plant/warehouse laboratory facilities: brand name clearance, evaluation of label, technical dossiers and results of analysis.

-Renewal

30 hr

Important Permit and Certification Issuance under RAs 3720 and 15561/

1 hr.

3

Valid BAI Registration Government authenticated Certificate of Free Sale (CFS), Certificate of Good Manufacturing Practice (CGMP), technical/Permits, Sanitary Permits.

Registration of Veterinary Biological Product

104 days

9

Requires preliminary evaluation, quality control testing (sterility, safety, potency and efficacy tests and local field trial/test

Importation of veterinary Biological Product

1 hr

3

Registration of Animal facilities

12 hours

3

Net of ocular inspection and evaluation of establishment be done by non-veterinarian but technical staff

Animal Show

3 hrs

2

1/ With the assumption that application was rightfully accomplished and all requirements are complied with, likewise includes transmittal time to all signatories.

Contact Persons:

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Bureau of Animal Industry

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AGENCY/BUREAU: BUREAU OF PLANT INDUSTRY (BPI)

TYPES OF PERMITS/LICENSES/REGISTRATION

PROCESSING TIME

NO. OF SIGNATORIES

REMARKS

Issuance of Permit to Import

-low-risk commodities

2-4 hrs

2

Low-risk- country source and commodity had evaluated for pest an/or covered by bilateral agreement.

High-risk- there is eminent danger of introducing harmful new pest with the importation of new commodity.

Issuance of Phytosanitary Certificate (fresh fruits, coconut products, artificial plants, cutflowers, seaweeds, copra products, dried fruits, sugarcane, bagasse/tops, tobacco leaves/wrappers, wood/wood products, plants/planting materials

30 min

1

Inspection of Imported Plants/Plant Products

20 mins

1

Excluding commodity treatment required measures if found infected which may take longer hours prior to release

Issuance of Domestic Quarantine Permit

20 mins

1

Contact Persons:

Director Blo U. Adiong

Bureau of Plant Industry

San Andres, Malate, Manila City

Tel. No. (02) 525-7857; 525-2987; 525-7909

Fax No. (02) 521-7650 Email: bpi@edsamail.com.ph

Ms. Estrella D. Tuazon – Chief, Plant Quarantine Service

Tel. No. (02) 523-9132 Fax No. (02) 524-2812

AGENCY/BUREAU: BUREAU OF FISHERIES AND AQUATIC RESOURCES (BFAR)

TYPES OF PERMITS/LICENSES/REGISTRATION

PROCESSING TIME

NO. OF SIGNATORIES

REMARKS

Permit to Import Fresh/Chilled/Frozen Fishery Products

30 minutes

2

Clearance to Import Live Fresh/Aquatic Animals

3-5 days & 22 min

2

Requires the conduct of Import Risk Analysis (IRA)

Permit to Export Fresh/Chilled/Frozen Fishery Products

30 minutes

2

Commercial Fishing Vessel License, International Fishing Permit and Gear Registration

6 hr & 30 min

2

Issuance of Fishpond Lease Agreement

64 days

2

Requires ocular inspection/ validation and survey plans ECC

Contact Persons:

Director Malcom I. Sarmiento

Bureau of Fisheries and Aquatic Resources
860 Arcadia Bldg., Quezon Ave., Quezon City
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Atty. Annalisa Vitug – Chief, Regulatory and Quarantine Divisions
Tel. No. (02) 372-5046
AGENCY/BUREAU: Fiber Industry Development Authority (FIDA)

TYPES OF PERMITS/LICENSES/REGISTRATION

PROCESSING TIME

NO. OF SIGNATORIES

REMARKS

Grading Baling Establishment (GBE) License
30 min
(renewal & original)
2
Application/processing done at the FIDA regional Offices.

Buying station License
30 min
(renewal & original)
1

Trader-Exporter License
30 min
(renewal & original)
2

Local Trader License
Processor License (both local and exporter)
30 min
(renewal & original)
Classifier (both local and exporter)
30 min

(renewal & original)

Primary Certificate of Fiber Inspection

30 min

1

Secondary Certificate of Fiber Inspection

15 min

1

Permit to transport Fiber

10 min

1

Commodity Clearance and Transshipment

15 min

2

Contact Persons:

Administrator Cecilia Gloria J. Soriano

Fiber Industry Development Authority

Asia Trust Bank Annex Bldg., 1424 Quezon Ave., Quezon City

Tel. No. (02) 373-9241; 373-7489

Fax No. (02) 373-7494 Email: fida@pacific.net.ph

Ms. Nelia Espenilla – OIC, License Division

Tel. No. (02) 373-7495

AGENCY/BUREAU: Fiber Industry Development Authority (FIDA)

TYPES OF PERMITS/LICENSES/REGISTRATION

PROCESSING TIME

NO. OF SIGNATORIES

REMARKS

FERTILIZER

License for Fertilizer Handlers

1-3 days

Requires site inspection

Product Registration

2-3 months

3

Requires review and assessment of data by non-in house evaluators (including lab tests/verification)

Experimental use Permit (EUP)

5 weeks

3

Requires chemical analysis and assessment of non-in house evaluators

Importation of Fertilizer/Processing of VAT Exemption Certificate

4 hrs

3

PESTICIDE:

Licensing for handlers

1-3 days

4

Requires site inspection

Permits (import and export)

3 days

3

Certifications

1 day

3

Pesticide Registration

Requires confirmatory analysis, biofficacy, toxicology residue and fate in the environment

-Commodity

2-4 mos.

3

-Proprietary (new product)

5-9 mos.

Experimental Use Permit (EUP)

Requires review and assessment

-EUP IA and IB

2 weeks

3

- EUP II: Proprietary

(new product)

6-9 mos.

Requires review and assessment of data. No in-house consultant /evaluators involved.

commodity

1-2 mos.

-EUP III

2 weeks

Contact Persons: Fertilizer:

OIC-Administrator orlito r. Gicana – Deputy Executive Director

Fertilizer and Pesticide Authority

4.F Bldg., B., NIA Complex, EDSA, Quezon City

Fax No. (02) 922-33-64; 922-3355 Email: fpa_77@yahoo.com

Pesticide:

Dr. Dario Sabularse – Deputy Executive Director

Tel. No. (02) 9265877/922-3368

AGENCY/BUREAU: National Meat Inspection Commission (NMIC)

TYPES OF PERMITS/LICENSES/REGISTRATION

PROCESSING TIME

NO. OF SIGNATORIES

REMARKS

Inspection of Imported Meat and Meat Products

4 ½ days

Requires laboratory analysis

Meat Plan Accreditation

4 days (new)

3

Requires site inspection and evaluation by Central Technical staff

2 days (renewal)

Meat Inspection Certificate

4 hours

1

Done 6 hours before slaughter ante mortem requires laboratory analysis

Laboratory Services

3-7 days

2

Contact Persons:

Director Efren C. Nuestro

National Meat Inspection Commission

BAI Compound, Visayas Ave., Diliman, Quezon City

Tel. No. (02) 924-3118 to 19; 924-7971

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Dr. Jocelyn Salvador – Head, Planning Division

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AGENCY/BUREAU: Sugar Regulatory Administration (SRA)

TYPES OF PERMITS/LICENSES/REGISTRATION

PROCESSING TIME

NO. OF SIGNATORIES

REMARKS

Issuance of Licenses of Sugar Mills refineries

1 hr

3

Authorized official alternate applied to all documents

Issuance of certificate of Sugar requirement of Processors of Sugar based Products

1 hr

3

Issuance of shipping Permit

20 min

1

Issuance of Sugar Export Clearance

1 hr

Issuance of Clearances for Withdrawal/ Inloadin/Outloading for Export Sugar Shipment

1 hr

Issuance of Certificate of Exchange Authority (CEA) on Swapping of Classes

-1,000

1 day

-2,000

2 days

3

-3,000

3 days

-4,000

4 days

-5,000

5 days

Issuance of Certificate of Exchange of verified “A” export Sugar

-1,000

1 day

-2,000

2 days

-3,000

3 days

3

-4,000

4 days

-5,000

5 days

Issuance of Molasses/Muscavado Clearances for Export

1 hr

3

Issuance of Licenses to Sugar/Molasses/Muscavado Traders

1 hr

3

Issuance of Clearance for release of Imported Sugar

1 hr

3

Issuance of Certificate of Quota eligibility (CGE)

1 day

3

*Approved by the SRA Sugar Board dated 06 December 2001

Contact Persons:

Administrator James C. Ledesma

Sugar Regulatory Administration

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