

## List of Location of Plant Quarantine Offices with Contact Details

STATION NAME	STATION MANAGER	ADDRESS	TEL NO.	EMAIL
Region I - PQS La Union	<b>MR. ALEJANDRO E. RANCHEZ</b>	Port of San Fernando City, La Union	(072) 607-5719	pqs.ilocosnorter@gmail.com pqs.launion@gmail.com
Region II - PQS Cagayan	<b>MR. EDWARD T. YABIS</b>	DA- NPQSD, DA-RFO-02, Tuguegarao City, Cagayan Province	(078) 304-0256	pqs.cagayan@gmail.com
Region III - PQS Pampanga	<b>MR. LAARNI MARY S. ROXAS</b>	DA- NPQSD, DA-RFO-02, III, City of San Fernando, Pampanga	(045) 455-1755	pqs.pampanga@gmail.com
NCR - PQS South Harbor	<b>MR. HENRICK B. EXCONDE</b>	NPQSD - South Harbor, Manila	(02) 527-4440; (02) 257-4441; (02) 257-4446	pqs.southharbor@gmail.com
NCR - PQS North Harbor	<b>MS. ROMELA G MACAHILIG</b>	NPQSD - North Harbor, Manila	(02) 244-2647	pqs.northharbor@gmail.com
NCR - PQS MICP	<b>MS. RICARDO F. PADILLA</b>	NPQSD - MICP - Manila	(02) 245-8640	pqs.losbanos@gmail.com
NCR - PQS OSEDC	<b>MS. JOAN MAY TOLENTINO</b>	NPQSD - OSEDC - Pasay City	(02) 810-5974	pqs.@gmail.com
CPEQS	<b>MS. AMOR DIMAYACYAC</b>	Brgy. Timugan, Economic Garden, BPI, Los Baños, Laguna	(049) 536-1678	pqs.losbanos@gmail.com
NCR - PQS NAIA	<b>MS. ERLINDA L. LEONES</b>	NPQSD- NAIA - Pasay City	(02) 832- 2982	pqs.naia@gmail.com
Region IV A - PQS Batangas	<b>MS. SOPHIA P. TABURNAL</b>	NPQSD - Port of Batangas, Sta Clara, Batangas Pier, Batangas City	(043) 723-2322	pqs.batangas@gmail.com
Region IV A - PQS Quezon	<b>MS. REBECCA T. LACSON</b>	NPQSD - Port of Quezon, Talao-Talao, Lucena City		pqs.quezon@gmail.com
Region IV B - PQS Mindoro	<b>MS. LORNA A. CEPILLO</b>	Calapan, Mindoro	(043) 8288-1544, 8441-6204	pqs.mindoro@gmail.com
Region IV B - PQS Palawan	<b>MR. REYNALDO C MARTINEZ</b>	F. Rafols Road, Sta Monica, Puerto Princesa City, Palawan	(48) 433-2643	pqs.palawan@gmail.com
Region V - PQS Legazpi	<b>MR. DANILO L. DOBLON</b>	NPQSD - DA, Rawis, Legazpi City	(052) 482-0901	pqs.legazpi@gmail.com
Region VI - PQS Iloilo	<b>MS. LEA G. BLANCAFLOR</b>	BPI - NPQSD, Parola, Iloilo City	(033) 300-0873	pqs.iloilo@gmail.com
Region VI- PQS Bacolod	<b>MR. JOHN A. CALUMPIANO</b>	NPQSD - Avanceña St., Brgy. 9 Bacolod City, Negros Occidental	(034) 435-4328	pqs.bacolod@gmail.com
Region VII- PQS Cebu	<b>MR. TIMOTEO GOTARDO</b>	NPQSD - Arellano Boulevard, Cebu City	(032) 238-3048	pqs.cebu@gmail.com
Region VIII - PQS Tacloban	<b>MR. REYNALDO R. TERCIÑO</b>	NPQSD Jones St., Port of Tacloban, Tacloban City	(053) 832-7701	pqs.tacloban@gmail.com
Region IX - PQS Zamboanga	<b>MR. BENITO S. MENDOZA</b>	NPQSD Port of Zamboanga City	(062) 991-2802	pqs.zamboanga@gmail.com
Region X - PQS Cagayan de Oro	<b>MR. MANUEL A. BARADAS</b>	NPQSD Port of Cagayan de Oro, Macalaban, Cagayan de Oro City	(088) 856-8777	pqs.cdo@gmail.com
Region XI - PQS Davao	<b>MR. RAYMES S. LADAO</b>	NPQSD port of Davao, Port Area, Sasa Wharf, Sasa, Davao City	(082)234-0574	pqs.davao@gmail.com
Region XII - PQS Cotabato	<b>MR. CYPRIAN F. MAGAWAY</b>	NPQSD Bo.2, EJC, Mortilla RCPC Compound, Tacurong City	(064) 200-6465	pqs.cotabato@gmail.com
Region XII - PQS Gensan	<b>MR. EDUARDO C. CABRADILLA</b>	NPQSD Makar Wharf, General Santos City	(083) 552-4254	pqs.gensan@gmail.com
Region XIII - PQS Caraga	<b>MR. RAMON G. MILLORIA</b>	NPQSD - DA Capitol Site, Butuan City	(085) 342 -4092 local 300	pqs.caraga@gmail.com

## How to apply for a Phytosanitary Certificate



Department of Agriculture  
**BUREAU OF PLANT INDUSTRY**  
**NATIONAL PLANT QUARANTINE SERVICES DIVISION**



### **Application and Issuance of Phytosanitary Certificate**

**Schedule of Availability of Service :** 8:00 AM to 5:00 PM (Monday– Friday; NO NOON BREAK)  
 \* some PQ stations are open on Saturday and Sundays

**Who May Avail of the Service :** Any person who are exporting plants, planting materials and plant products abroad

**What are the Requirements :**

1. Duly Accomplished Application Form (BPI Q Form No. 10)
2. Actual commodity/shipment for inspection
3. Other documents/clearances from other agencies (if applicable)

**Duration :** 30 minutes to 1 day

#### **How to Avail of the Service:**

Steps	Applicant/ Client	Service Provided	Duration of Activity (Under Normal Circumstances)	Person In Charge	Fees	Form
1	Fill up Application Form	Provide client Application Form (explain if necessary)	3 minutes	Applicant/PQ Officer	Free	BPI Q Form No. 10
2	Submit to PQS Officer duly accomplished application form	Review information on the application form	2 minutes	PQ Inspector/ Officer	Free	
3	Present actual commodity for inspection	Inspect commodity (duration may vary depending on the quantity to be exported)	5 minutes to 2 hours	PQ Inspector/ Officer	Reimbursement of transportation expenses	
		If treatment is required, PQ Officer supervise treatment and treatment provider will provide PQS the treatment certificate	1 hour to 72 hours		Reimbursement of transportation, meal and overtime services Cost of Treatment	
		Laboratory Analysis for specific commodities to specific countries	24 to 168 hours (duration of analysis may vary depending on the pest that has to be identified)			
		Printing and Signing of Phytosanitary Certificate	5 minutes	Clerk/ PQ Officer		
4	Receive Phytosanitary Permit	Release Phytosanitary Permit	1 minutes	PQ Inspector/ Officer		
5	Fill up Feedback Form	Issue and collect form	10 minutes	Applicant		Clientele's Feedback Form
<b>END OF TRANSACTION</b>						