



Office Address: National Government Center  
EDSA, Diliman, Quezon City, Philippines  
Telephone Nos.: (02) 929-6071 to 78

Telefax No. (632) 928-9343  
TIN No. 000-916-415

MC # 2, s. 2010

**MEMORANDUM CIRCULAR**

TO : THE SR. DEPUTY ADMINISTRATOR, DEPUTY  
ADMINISTRATORS, DEPARTMENT / REGIONAL /  
OPERATIONS / PROJECT MANAGERS, IMO DIVISION  
MANAGERS/HEADS AND ALL OTHERS CONCERNED

SUBJECT : **PILOT IMPLEMENTATION OF THE AUTOMATION  
IN THE APPLICATION AND ISSUANCE OF SANITARY  
AND PHYTOSANITARY IMPORT CLEARANCE**

Quoted hereunder in full for your information and guidance the Memorandum Order from the Office of the Secretary of the Department of Agriculture dated December 9, 2009.

“Republic of the Philippines  
**DEPARTMENT OF AGRICULTURE**  
Office of the Secretary  
Elliptical Road, Diliman, Quezon City

09 December 2009

**MEMORANDUM ORDER**  
No. 33  
Series of 2009

SUBJECT : **PILOT IMPLEMENTATION OF THE AUTOMATION  
IN THE APPLICATION AND ISSUANCE OF SANITARY  
AND PHYTOSANITARY IMPORT CLEARANCE.**

**WHEREAS**, the Center for the Advancement of Trade Integration and Facilitation (CATIF) in collaboration with the InterCommerce Network Services Inc. (INS), has donated INS Trade System Software establishing and implementing an electronic sanitary and phytosanitary (SPS) certification system that will automate the application and issuance of SPS import clearances;

**WHEREAS**, a Deed of Donation was signed last 13 November 2009 to signal DA's acceptance of the INS Trade System Software and the legitimate owner of the license that INS Trade System carries with it;



**WHEREAS**, the DA as the owner of the system, is entitled to verify the suitability of the system to the harmonized system of application and issuance of trade SPS import clearances prescribed in DA Administrative Order No. 8, series of 2009 through a dry-run/pilot implementation with the Bureau of Plant Industry (BPI), Bureau of Animal Industry (BAI), and Bureau of Fisheries and Aquatic Resources (BFAR);

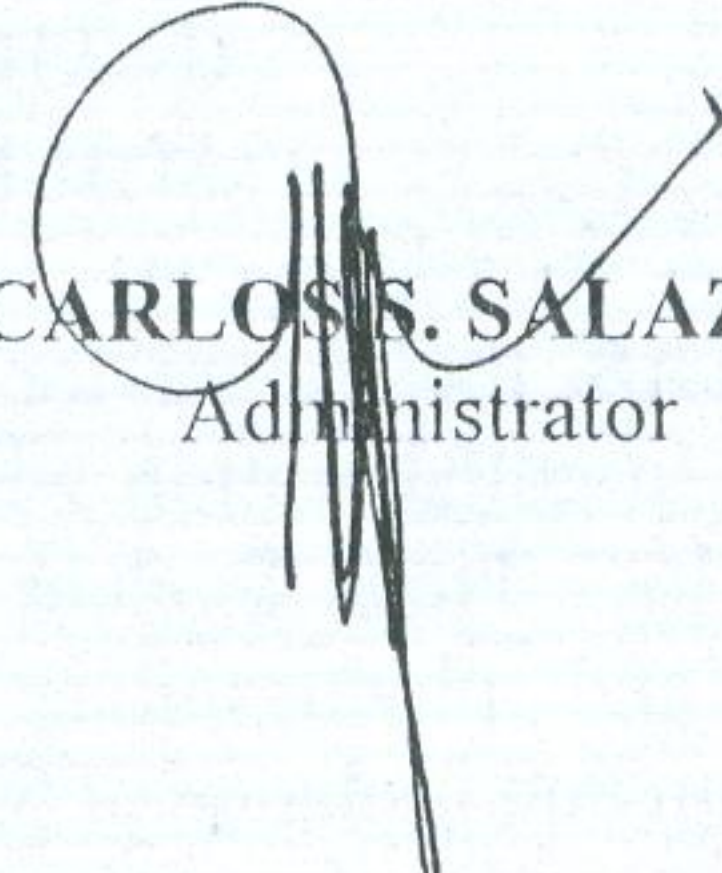
**NOW, THEREFORE, I, ATTY. ARTHUR C. YAP**, Secretary of Agriculture, by the powers vested in me by law, do hereby direct the Bureau of Plant Industry (BPI), Bureau of Animal Industry (BAI), and Bureau of Fisheries and Aquatic Resources (BFAR) to conduct dry-run/pilot testing of the INS Trade System Software subject to the following conditions:

1. The dry-run/pilot testing shall cover the period from 16 December 2009 until the end of February 2010;
2. Each agency shall provide a kiosk in their respective offices and assistance to familiarize the system for walk-in applicants;
3. The INS Trade System Software shall be opened to all agricultural and fishery commodities importers on voluntary basis; and
4. The INS Trade System Software shall be subjected to public consultation while on dry-run/pilot mode to solicit feedback from the importers.

This ORDER shall take effect immediately.

(Sgd.) **ATTY. ARTHUR C. YAP**  
Secretary"

For your information and guidance.

  
**CARLOS S. SALAZAR**  
Administrator

Date: January 8, 2010