

OSEDC House Rules

OBSERVE PROPER OFFICE DECORUM

- Clients are advised to wear proper business attire (i.e. No slippers, sandos and shorts)
- Clients are likewise enjoined to transact all OSEDC businesses at the counters.
- PHILEXPORT strongly believes in the importance of mutual respect among each other for a harmonious relationship and successful operations of the OSEDC.

ABSOLUTELY NO TIPPING

- Clients are issued Official Receipts.
- Giving of monetary favors is strictly prohibited.
- The schedule of fees is provided on the reverse side of this brochure for your guidance.

CUT-OFF TIME IN RECEIVING DOCUMENTS

PHILEXPORT - 11:45AM (RELEASING
12:00NN)

4:30PM (RELEASING 5:00PM)

GOVERNMENT AGENCIES - 4:00PM

Working Hours:

Mondays to Fridays
8:30am to 5:00pm
12:00nn to 1:00pm lunch break

ONE-STOP EXPORT DOCUMENTATION CENTER (OSEDC)

OSEDC DIRECTORY

LEONOR D. ABELLA
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D.L. 8230-5555

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OSEDC Senior Officer, PHILEXPORT
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Brief History

On November 11, 1985, the Ministry of Trade and Industry (currently Department of Trade and Industry) and the Bureau of Customs signed a Memorandum of Agreement (MOA) to establish a One-Stop Shop to process export documents. The One Stop Shop, named as "One Stop Export Documentation Center (OSEDc)", was created to:

- Eliminate causes of delays, red tape and cumbersome export procedures;
- Bring under one roof representatives from different government agencies involved in export; and
- Make export documentation processing worry-free and hassle-free for exporters.

In June 10, 1993, the functions of overseeing OSEDcs all over the country was transferred from the Commission on Export Procedures (CEP) to the Export Development Council (EDC) including the monitoring of the efficiency of all OSEDc operations.

In September 13, 1993, the EDC transferred the management of OSEDc to the Philippine Exporters Confederation, Inc. (PHILEXPORT) by virtue of a MOA.

In July 25, 1996, the Bureau of Customs deputized PHILEXPORT to process and approve Export Declaration / Authority to Load for loading at any of the 3 ports in Manila namely Port of Manila (POM), Manila International Container Port (MICP) and Ninoy Aquino International Airport (NAIA).

The following are the different government agencies housed at the OSEDc:

- Bureau of Animal Industry
- Bureau of Customs
- Bureau of Fisheries & Aquatic Resources
- Bureau of Plant Industry

The following are the various documents processed at OSEDc:

- Export Declaration / Authority to Load
- Certificates of Origin
- Commodity Clearances / Certificates

Advantages and benefits of using OSEDc facilities

- One-Stop Shop where export commodity clearances by the government agencies enumerated above are issued;
- Processes EDs for AIRFREIGHT;
- Waiting area with typewriters, mineral water, telephone line.
 - Value-added services of the Export Facilitation Group of the Export Facilitation and OSEDc Department e.g. Advisory, Facilitation, Buyer-Seller Match-Up Program, etc.

List of Official Fees (As of January 2021)

PHILEXPORT

Facilitation Fee for Export Declaration	P 100
Facilitation Fee Commodity Clearance per invoice	P 80
Facilitation Fee Certificate of Origin per invoice	P 80
Print Out	P 30/page
Certified True Copy.....	P 70/page

BUREAU OF FISHERIES & AQUATIC RESOURCES (BFAR)

*Please see BFAR Fishery Administrative Order (FAO) 233-2 s.12 dated 17 July 2012.

BUREAU OF ANIMAL INDUSTRY (BAI)

*Fees eliminated per E.O. 554/BAI Memo dated September 5, 2006

BUREAU OF PLANT INDUSTRY (BPI)

*DA Administrative Order No. 01 s.01
- Overtime (Rate/Hour).....P 10
- Meal Expenses (per Meal).....P 15
- Transportation Expenses within Metro Manila.....P 10
**Parties served shall have the option of.....P 15
arrange for the payment of allowance on a flat rate or contractual basis