	BUREAU OF ANIMAL INDUSTRY	
	QUALITY MANUAL	
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Control of this Quality Manual includes preparation by the process owners in collaboration with the ISO Core Team, reviewed by the management representative, approved and issued by the Document Control Officer (DCO) or concerned division document custodians. The DCO/concerned division document custodians (DDCs) have the responsibility to control, revise and update to ensure its applicability.

This manual is controlled with document name, code, version and effectivity date. Copies issued within the BAI shall bear "CONTROLLED" and Copy Holder number stamp. Soft copies are stored in a centralized IMS library within the network with appropriate access rights. "View" mode only for employees of BAI and shall not be printable. In the event that there is a need to have a printed copy, a request shall be submitted to the DCO and for approval of the QMR.

It is therefore expected that this Quality Manual shall be constantly updated based on the ISO 9001:2015 standards, appropriate laws, BAI-wide policies, relevant changes in the organization, business, applicability, and best practice, if any. Redistribution therefore is expected, as applicable.

Updating of all the manuals within the scope of the QMS of the BAI is the overall responsibility of the Quality Management Representative and the Document Control Officer. Changes in any of these documentations must be in accordance with the requirements of GP BAI-01 Control of Documents.

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General Procedures Manual		
○ Control of Documents	DCO	Top Management
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○ Personnel Training	HRD Head	Top Management
○ Outsource Process	Supply Officer	Top Management
○ Handling Customer Complaint	QMR	Top Management
○ Identification and Traceability	QMR	Top Management
○ Design and Development	QMR	Top Management
○ Hiring, Selection and Placement	HRD Head	Top Management
○ Training Needs Analysis	HRD Head	Top Management
○ Evaluation of Suppliers	Supply Officer	Top Management
○ Receiving, Inspection and Storage of Supplies and Raw Materials	Supply Officer	Top Management
○ Measuring Customer Satisfaction	QMR	Top Management
○ Preventive Maintenance of Machines, Equipment & Vehicle	Equipment Custodian	Top Management
○ Calibration of Equipment	Equipment Custodian	Top Management
○ Packaging and Storage of Finished Products	QMR	Top Management
○ Product Development	QMR	Top Management
Administrative Procedures	Unit Head/Admin. Officer	Deputy QMR/Head of section
Technical Procedures	Specialist/Analysts of concerned division	Deputy QMR
Regulatory Procedures	Veterinarian/Agriculturist of concerned division	Deputy QMR
Work Instructions Manual	Unit Heads/ Specialist/ Analyst/Veterinarians/Admin. Aide/Lab. Technician/Aide of concerned section/unit	Section/Unit Head

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38	Admin Officer II	Dheadema Dadua
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68	Senior Agriculturist	Alicia A. Layson
69	Senior Agriculturist	Luzviminda A. Dela Fuente
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75	Agriculturist II	Reynon G. De Mesa
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78	Agriculturist II	Eufrecina L. Estanislao
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80	Agriculturist II	Jayce Ann Bocala
81	Agriculturist II	Paul Angelo D. Adriano
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87	Veterinarian III	
88	Veterinarian III	Daphne J. Rhea
89	Veterinarian III	
90	Veterinarian III	
91	Veterinarian III	Mardi M. Caniban
92	Veterinarian III	Janice S. Garcia
93	Veterinarian III	Oscar Jhan D. Cabanayan
94	Veterinarian IV	Samuel Joseph Castro
95	Veterinarian II	Catherine P. Villanueva
96	Veterinarian III	Marie Shella G. Ordinario
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98	Statistician I	
99	Admin Aide VI	
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102	Laboratory Technician II	Faye Marie G. Bernardino
103	Agriculturist II	Renz Eriz P. Miranda
104	Admin Aide IV	Rowena A. Cayeta
105	Science Research Specialist II	Teresita G. Panganiban
	NVQS	
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107	Veterinarian IV	Evelyn B. Delos Trinos
108	Veterinarian IV	
109	Veterinarian IV	Grecelda A. Lariosa
110	Veterinarian IV	Nancy S. Abes
111	Veterinarian III	Maria Glofiezita L. Lagayan
112	Veterinarian IV	
113	Veterinarian III	
114	Livestock Inspector II	Maria H. Agoot
115	Livestock Inspector II	Louie L. Opiana
116	Laboratory Aide II	Marison S. Tolentino
117	Livestock Inspector II	Bernadel P. Quinto
118	Laboratory Aide II	Virginia B. Tiong
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121	Agriculturist II	John Arvin M. Sangalang
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123	Supervising Science Research Specialist	Rea R. Dizon
124	Science Research Specialist II	Andrea Joyce Arbues
125	Science Research Specialist II	Albert F. Astillero
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131	Science Research Specialist II	Caroline Ann D. Rodero
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133	Agricultural Technician I	Melanie M. Estole
134	Laboratory Technician I	Norberto E. Ergina Jr.
135	Laboratory Technician I	Marlyn E. Mulato
136	Admin Aide VI	
137	Science Research Specialist II	Reymer G. Martinez
138	Veterinarian I	Mariane Jane B. Addatu
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140	Agriculturist II	Kathleen Rae H. Corcuera
141	Supply Custodian (Special Projects)	Gilbert R. Egaña
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152	Unit Head (UH)/SC, Analyst, AFAL	
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154	Unit Head (UH)/Analyst, AFAL	Rhodora P. Marasigan
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160	Unit Head (UH)/Analyst, ADDRL, Pathology	Krista Mae Malabad
161	Unit Head (UH), Analyst, ADDRL-Rabies	Jeffrey L. Cruz
162	Section Document Custodian, VDPS	Alfred Paolo G. Hidalgo
163	Unit Head (UH)/Analyst, ADDRL-Parasitology	Riva Marie C. Gonzales
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168	Analyst, Section Supply Custodian, VBAS	Josephine A. Tolentino
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174	Specialist, VVBPL	
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178	Analyst, CFAS	Hernando M. Tipa
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198	Lab. Aide II, CFAS	Tesie S. Jastillana
199	Lab. Technician II	Erwin H. Falcon
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201	Lab. Technician, VBAS	
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203	Lab. Technician, CFAS	
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210	Lab Technician II, ADDRL-Virology	Darlene C. Corpuz
211	Admin Assistant III, ADDRL-LaDIEU	Sarah Joy C. Santos
212	Lab Aide II, ADDRL-Virology	Edwin G. Villanueva
213	Lab Aide II, ADDRL-Bacteriology	Luzviminda M. Dimayacyac
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216	Lab Aide II, BVBPL	Apolinar Mimis
217	Unit Supply Custodian, LAPU	Allan Tabobo
218	Lab Aide II, VDPS	Arnold Rafol
219	Animal Keeper, VBAS	German Patnongon
220	Farm Worker, ADDRL-Rabies	Fernando SG. Lati
221		
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225	Admin Aide VI	Allan S. Mangabat
226		
227	Admin. Asst. II	Christine Abid
228	Admin Aide VI	Rea A. Melendres
229	Admin. Asst. II	Ma. Kristina Angela A. Bautista
230	Project Development Officer I	Eunice Anne G. Taguiam
231	Admin Aide VI	Marielle Anne O. Dadal
232	Admin Assistant IV	Hygea P. Sibayan
233	Data Controller IV	Kevin Ray P. Domingo
234	Admin. Asst. II	Hanna Rejie R. Valle
235	Admin. Aide IV	Nenita Roa
236	Admin. Asst. II	Daisy V. Santiago
237	Admin. Aide VI	Joshua Roy Angelo M. Katipunan
238	Admin Assistant I	Daryl A. Balasa
239	Project Development Officer I	John Marious G. Dela Cueva
240	Admin Aide VI	Joann T. Vinuya
241	Admin Aide VI	Ma. Janine V. Celino
242	Admin Aide VI	Kathleen Caye Palabay
243	Admin Aide VI	Karl Russell R. Mangilaya
244	Admin Assistant II/Chauffeur I	Franz Raf F. Flores
245	Admin Assistant II/Chauffeur I	Albert T. Canape
246	Admin Aide IV	Franz Abigail F. Basco
247	Admin Assistant I	Charrie Mae R. Nitollano
248	Admin Aide IV	Mary Rose T. Nervar
249	Admin Asst. II	Ronwaldo F. Saringan
250	Admin Asst. I	Jerome S. Lampios
251	Computer Operator III	Jhon James B. Diaz
252	Information Officer I	Sarah C. Filler
253	Admin Assistant II/Chauffeur I	Christopher S. Sembrano
254	Project Evaluation Officer I	Kris Jan D. Morada
255	Admin Aide VI (Electrician II)	Radin T. Dela Cruz
256	Admin Aide V (Plumber)	Anthony G. Maximo
257	Admin Aide IV	Carol S. Cardenas
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259	Admin Assistant I	Sheena T. San Buenaventura
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265	Admin Asst. IV	Alfonso D. Bautista
266	Admin Assistant III	Marvin P. Moreno
267	Admin Aide VI	Andres S. Miguel
268	Information System Analyst I	Michael T. Villaflores
269	Accounting Specialist I	Jonna Mhae C. Llarinas
270	Computer Maintenance Technologist I	Rey Myck Darius A. Bonto
271	Computer Operator II	Jordan L. Bunag
272	Electronics & Comm. Equipt. Tech. IV	Joseph B. Isayas
273	Electronics & Comm. Equipt. Tech. IV	Sonny R. Hernandez
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275	Engineer III	Abdul B. Moreno
276	Admin Aide IV	Karen Joy S. Matagay
277	Project Development Officer IV/Consultant	Wilfredo P. Resoso
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279	Admin Asst. IV	Raffy B. Butuhan
280	Admin Officer II	Ramil D. Almanzor
281	Admin Aide IV	Nestor D. Esureña, Jr.
282	Admin Aide V	Elisa M. Orticio
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285	Admin Aide IV	Jordan E. Mallari
286	Admin Aide IV	Marlon E. Bendal
287	Admin Aide IV	Whilzen M. Cruz
288	Admin Aide V	Jocelyn A. Manalon
289	Computer Operator II	John Paulo V. Guillermo
290	Admin Aide IV	Genelyn A. Reyes
291	Admin Aide V	Myrna B. Dela Torre
292	Admin Assistant II/Chauffeur I	Arnold P. Ventura
293	Admin Aide V	Nelita S. Pacheco
294	Admin Aide V	Bryan M. Bernardo
295	Admin Aide V	Belen S. Mampinayo
296	Admin Aide V	Zenaida J. Butihan
297	Admin Aide V	Romar P. Luntayao
298	Admin Aide V	Ervin P. Felicia
299	Admin Aide V	Crisanta O. Gariando
300	Admin Aide V	Ruby Grace B. Rentoy
301	Admin Aide V	Ramer F. Orticio
302	Admin Aide VI	Cristine Joy D. Bernardo
303	Admin Aide V	Aladin R. Gandor
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311	Admin Aide V	Anabel Siervo
312		
313	Admin Assistant II	Jerelyn D. Guerrero
314	Admin Assistant II	Benedict F. Verendia
315		
316	Admin Aide VI	Rodney C. Espiña
317	Admin Aide VI	Rachel B. Paculaba
318		
319	Admin Assistant II / Chauffeur I	Ariel L. Lorena
320		
321	Admin Aide VI	Jenet C. Montifar
	Job Order-AHWD	
322		
323	Livestock Inspector I	Diane C. Sangalang
324		
325		
326		
327	Admin Aide VI	Jonalyn P. Magpusao
328	Science Research Technician II	Reymart B. Barzanas
329	Admin Assistant IV	Rebecca B. Mata
330	Admin Assistant III	Ma. Antonieth S. Morada
331	Admin Aide V	Virginia D. Flores
332	Admin Asst II	Mark O. Lagmay
333	Science Research Specialist II	Kwesi Ian Jay M. Junsan
334	Science Research Specialist II	Kysha Angeline O. Magdaraog
335	Information Officer II	Giles Alexis M. Labrador
336		
337		
338	Science Research Specialist II	Mark Anthony DC. Julian
339	Information Officer II	Wendy Charlene B. Almasen
340	Science Research Technician II	Kalvin L. Garcia
341	Science Research Technician II	Fidela Crisostoma D. Concepcion
342		
343	Administrative Assistant II	Lloyd Oliver H. Cabaljog
344	Administrative Aide V	Joeffrey M. Disuanco, Jr.
345	Science Research Technician II	May B. Basilan
346	Livestock Inspector I	Adrian M. Lundag
347	Livestock Inspector I	Benjamin O. Galvan
348	Administrative Aide IV	Edgar Paulo B. Mateo
349	Livestock Inspector I	Dominador D. Perjes, Jr.
350	Livestock Inspector I	Jerwyn G. Bergado
351		
352	Livestock Inspector I	Angelo O. Nonar



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354	Project Assistant III	Angelie C. Lunar
355	Project Assistant III	Angelo Laurente
356	Science Research Specialist II	Adrian Clark M. Dela Cruz
357		
358	Project Assistant III	Reden D. Lim
359	Admin Aide III	Danny C. Esmeria
360	Admin Assistant II/Chauffeur I	Algello P. Malupay
361	Science Research Specialist II	Rica Anne C. Vicente
362		
363	Science Research Assistant	Kashmir C. Enriquez
364	Admin. Aide IV	Nelson Sebastian
365		
	Job Order-NVQSD	
366	Admin Assistant II	Roy B. Sanchez
367	Admin Assistant II	Katrina D. Cosmiano
368	Science Research Specialist II	Mylvie Alexis M. Batican
369	Attorney III	Karel Mejia
370	Admin Asst. II	Maureen Kate M. Peralta
371		
372	Veterinarian I	Shirley A. Coronel
373	Admin. Aide VI	Elvie J. Villas
	Job Order-VLD	
374	Animal Caretaker, LAPU	Ryan F. delos Reyes
375	Science Aide, VDPS	Priscilla V. Gelacio
376	Science Aide, VBAS	Manuelito M. Rectra
377	Science Aide, VBAS	Evelyn M. Bajet
378	Science Research Analyst, ADDRL-Parasitology	Michelle Ann P. Barcelona
379	Science Aide, Office of the Chief, VVBPL	Shyne L. Bantaculo
380		
381	Science Aide, BVBPL	Judith B. Vinluan
382	Admin. Aide IV, ADDRL	Chickie B. Roxas
383	Farm Worker II	Mark Anthony B. Bulan
384	Computer Operator III, ADDRL-LaDIEU	William N. Valencia
385	Science Research Technician I, ADDRL-Virology	Angelynne C. Candelaria
386	Veterinarian II, ADDRL-Bacteriology	Jannie Joy R. Conde
387	Livestock Inspector II, ADDRL-AI	Paul Kerwin C. Felices
388	Admin Aide IV (Animal Caretaker)	Joseph A. Delos Santos
389	Admin Aide IV, ADDRL-Virology	Jessica C. Opiana
390	Livestock Inspector I, ADDRL-Virology	Aysa M. Mata
391	Livestock Inspector I, ADDRL-Rabies	Elvin Jay P. Feliciano
392	Admin Aide IV, ADDRL-Bacteriology	Elena N. Verin



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393	Admin Aide IV, ADDRL	Amiel A. Haduca
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NEWLY HIRED/PROMOTED/TRANSFERRED EMPLOYEES

394	Veterinarian IV (AHWD)	Arlene Asteria V. Vytiaco
395	Agriculturist II (AHWD)	Marcelino Legaspi
396	Science Research Specialist II (LRDD)	Justin Caogdan
397	Admin. Aide IV (OD)	Jio Abriol
398		
399	Veterinarian III (OD)	Amado A. Antonio, III
400	Admin. Officer II (OD)	Lolita Jumalon
401	Livestock Inspector II (OD)	Susana D. Terraña
402	Information Officer II (OD)	Sophia Anne R. Martinez
403	Livestock Inspector II (NVQSD)	Rowena M. Limon
404	Veterinarian III (NVQSD)	Stephanie Marie U. Rada
405	Administrative Aide VI (NVQSD)	Nerissa E. Asas
406	Veterinarian IV (NVQSD)	Hyacinth G. Napiloy
407	Veterinarian III (NVQSD)	Christian Daquigan
408	Agriculturist II (NVQSD)	Balgamel Crooc
409	Veterinarian II (AHWD)	Ermyrn D. Ermitanio
410	Agriculturist II (AHWD)	Norman B. Tan
411	Administrative Aide IV (AHWD)	Josephine dela Cruz
412	Laboratory Technician I (OD)	Berlin S. San Andres
413	Administrative Aide VI (OD)	Jose Bernal
414	Agriculturist I (LRDD)	Jomar E. Etcoy
415	Laboratory Technician I (OD)	Johny Antawan
416	Laboratory Technician I (OD)	Joseph G. Jatulan
417		
418	Agriculturist I (FOG)	Jovan Olaguer
419	Agricultural Technician I (LRDD)	Klark V. Malate
420		
421		
422	Agriculturist II (AHWD)	Adora A. Garcia
423	Veterinarian I (AHWD)	Mary Jovy B. Chavez
424	Admin Aide VI (AHWD)	Cristal Jean Lagmay
425	Agriculturist II (AHWD)	Karla Jessica Dela Cruz
426	Agriculturist II (AFVDBCD)	Noline J. Dela Merced
427	Admin. Aide VI (J.O., AFVDBCD)	Juvelyn S. Dato
428	Chief Agriculturist	Maria Fe B. Cabullo
429		
430		
431	Livestock Inspector I (J.O., AHWD)	Kimverlyn V. Prima
432	Livestock Inspector I (J.O., AHWD)	Limuell P. Alcomendras
433		
434	Livestock Inspector I (J.O., AHWD)	Myrell Ann R. Detecio
435	Livestock Inspector I (J.O., AHWD)	Raymart C. Pomasin
436	Computer Operator II (J.O., AHWD)	Jezikiel M. Guardiano
437	Livestock Inspector I (J.O., AHWD)	Sunshine B. Ranullo
438	Computer Operator II (J.O., AHWD)	Raimar Tan



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439	Livestock Inspector I (J.O., AHWD)	Val John V. Gimeno
440	Information Officer II	Christian Dale O. Ajero
441	Architect II (J.O., NVQSD)	Aezel Elaine C. Dela Cruz
442		
443	Livestock Inspector I (J.O., VLD), ADDRL-Virology	Arianne A. Joven
444		
445	Livestock Inspector I (J.O., VLD), ADDRL-AI	Maria P. Cuntapay
446	Livestock Inspector I (J.O., VLD), ADDRL-La-DIEU	Maria Franchesca O. Sahagun
447	Science Aide II (J.O., VLD), CFAS	Christian John P. Desuyo
448	<i>Veterinarian II (NVQSD)</i>	Gian Paolo R. Corpuz
449		
450	<i>Veterinarian II (NVQSD)</i>	Ed Alfred Zamora
451	<i>Veterinarian II (NVQSD)</i>	Ma. Andrea Ellaine F. Liao
452	Division Supply Custodian (NVQSD)	Ed Alfred B. Zamora
453	<i>Veterinarian III (NVQSD)</i>	<i>Khristine Joy Antigua</i>
454	<i>Veterinarian III (NVQSD)</i>	Carla Rae S. Ganado
455	<i>Veterinarian III (NVQSD)</i>	<i>Kiara V. Garcia</i>
456	Project Dev't. Officer IV (J.O. NVQSD)	Denis O. Reyes
457	Science Research Specialist II(J.O. NVQSD)	Joanne Marie M. Bedia
458	Admin Aide VI (J.O., NVQSD)	Lily Rose Y. Arimala
459	Admin Asst. II (J.O., OD)	Alliah Jane B. San Andres
460	Project Assistant III (J.O., OD)	Jalisa Sophia R. Lopez
461		
462	Admin Officer II (J.O., OD)	Teofilo T. Javier
463		
464		
465		
466	Livestock Inspector I (J.O., NVQSD)	Kit Harold Jose
467		
468		
469	Administrative Aide VI, ADDRL La-DIEU	John Paul Asuncion
470	Administrative Aide IV, ADDRL	Amiel A. Haduca
471		
472		
473	Science Research Specialist II, (J.O. ADDRL-Virology)	Gina Marie V. Pablo
474		
475		
476	Science Research Specialist II (J.O. AHWD)	Lance Lemuel D. Pascua
477	Science Research Specialist II (J.O. AHWD)	Ivygeline G. Cabuang
478	Science Research Specialist II (J.O. AHWD)	Jerusha Kyle Angela Katipunan
479	Administrative Assistant II (J.O. AHWD)	Julius G. Chavez
480	Information Officer II (J.O. AHWD)	Flordeliz M. Samonte
481	Science Research Specialist II (J.O. AHWD)	Jessel M. Binuya
482	Science Research Specialist II (J.O. AHWD)	Allison Joy R. Bernabe



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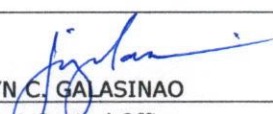
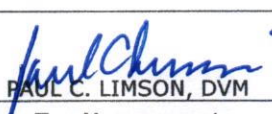
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483	Science Research Specialist II (J.O. AHWD)	Roxanne Elysse B. Bunayog
484		
485	Science Research Specialist II (J.O. AHWD)	Joshua F. Cruz

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