



Republic of the Philippines
Department of Agriculture
BUREAU OF ANIMAL INDUSTRY
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MEMORANDUM CIRCULAR

No: 03

SUBJECT : DOCUMENTARY SUBMISSION REQUIRED FOR APPEALS FROM IMPORTERS OF LIVE ANIMALS, ANIMAL PRODUCT, AND BY-PRODUCTS

WHEREAS, the Department of Agriculture (DA) Administrative Order No.26 s.2005 and DA Administrative Circular No.6 s.2022 require that a Sanitary and Phytosanitary Import Clearance (SPSIC) covers imported agriculture and fishery commodities for commercial, business, personal use/consumption, and other related purposes;

WHEREAS, the SPSIC is prescribed to ensure that imported products meet standards to ensure human and animal health, and prescribe conditions to be complied by the importer for the maintenance and suitability of the product for its intended use;

WHEREAS, said regulations provide the SPSIC documentary requirements, application procedure, and the conditions appurtenant thereto;

WHEREAS, the DA Border Inspector/Veterinary Quarantine Officer shall conduct routine inspection at the preliminary/first border, and in the conduct of the physical inspection shall document the outcomes and decisions;

WHEREAS, the Bureau of Animal Industry (BAI) Central Office has received numerous appeals from importers, such as but not limited to the following: 1) requests for modification or revision of certain information on approved SPSIC, 2) shipments that were laid on board with lapsed must-shipped-out dates as provided in the SPSIC, 3) request for acceptance of expired SPSIC;

WHEREAS, actions to such appeal shall be made if a violation is made ascertain by the inspecting officer;


NOW THEREFORE, all importers are HEREBY REQUIRED to submit the following documents in order to facilitate the review and resolution:

1. Letter of Appeal properly signed by the importer or authorized representative;
2. The Notice of Violation (NOV) from the BAI VQO indicating the shipment details and violation noted during the inspection;
3. Clear copy of the SPSIC of the shipment/s;
4. Other evidences to support the appeal (such as but not limited to certification from foreign government counterpart, attestations from the shipping line, Bill of Lading);

This Circular shall be effective upon signing.

For strict compliance.

Done this 12th of January, 2023.


PAUL C. LIMSON, DVM
Officer-in-Charge Director