



Republic of the Philippines
Department of Agriculture
BUREAU OF ANIMAL INDUSTRY
5 Visayas Avenue, Barangay Vasra, Quezon City 1128

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MEMORANDUM CIRCULAR

NO. 37

Series of 2024

SUBJECT : IMPLEMENTATION OF GUIDELINES ON THE HARMONIZED TERMINOLOGIES AND STREAMLINED REGULATORY PROCEDURES FOR ANIMAL FACILITIES, DISEASE MONITORING, AND CERTIFICATION PROGRAMS

WHEREAS, Republic Act (RA) 8485 otherwise known as the “Animal Welfare Act of 1998” as amended mandated the Director of the Bureau of Animal Industry (BAI) to supervise and regulate the establishment and operation of all animal facilities in the Philippines;

WHEREAS, Department of Agriculture (DA) -Department Circular No. 6 series of 2023 or the “Harmonization of Terms and Streamlining of Requirements and Procedures for Authorization and Recognition under the Regulatory Jurisdiction of the Department of Agriculture” was issued to observe and ensure harmonized applications of terminologies and streamlined requirements to stakeholders;

WHEREAS, BAI - Memorandum Circular No. 19 series of 2022, provides guidelines on the harmonized terminologies and streamlined regulatory procedures for animal facilities, disease monitoring and certification programs of the BAI - Animal Health and Welfare Division;

WHEREAS, all DA Regional Executive Directors, Chiefs of Regional Regulatory Divisions or their duly authorized representatives were deputized to assist in the implementation of Livestock and Poultry Feeds Act (RA 1556 as amended by PD no. 7), and other related issuances

WHEREAS, there is a compelling need to improve the existing guidelines related to the movement of animals, animal products and by-products, regulation and monitoring of animal facilities and enhancing the value of livestock commodities to address the threats and challenges that beset the livestock industry while facilitating timely delivery of government services, pursuant to the Republic Act (RA) 11032 or the “Ease of Doing Business and Efficient Government Service Delivery Act of 2018”;

WHEREAS, Executive Order 138 series of 2021, mandates the Local Government Units to implement the full devolution of powers and resources mandated by the 1991 Local Government Code, which shall include provision of basic services, in accordance with Section 17(g).

WHEREAS, we are in pursuit of continuous improvement and standardization of administrative processes within the DA-BAI;

WHEREAS, we recognize the importance of clarity, professionalism, and security in the design of certificates issued by DA Regional Field Offices (RFOs);



WHEREAS, it is imperative to ensure consistency and effectiveness in the format and content of certificates issued across all RFOs;

WHEREAS, the adoption of a new template design for certificates will contribute to the enhancement of service quality and efficiency in fulfilling the Bureau's mandates.

NOW THEREFORE, ALL PREMISES CONSIDERED, I, HYACINTH G. NAPILOY, Officer-in-Charge, Director of the Bureau of Animal Industry, by the powers vested in me by existing laws do hereby order the promulgation and reiteration of the following guidelines:

1. DA - RFOs are enjoined to use the new template design for the "License to Operate (LTO) as an Animal Facility", and adopt the new titles of the "Livestock, Poultry and By-Product Transport Carrier LTO" and "Handlers' Registration" (Annex 1-3).
2. BAI Regulatory Divisions and DA-RFOs may issue a non-renewable Temporary Certificate with a validity limited to only three (3) months, signed by the DA - RFOs or BAI Regulatory Division Chief to an applicant who meets the following criteria:
 - a. No pending complaints and/or violations;
 - b. Has submitted a complete set of documentary requirements; and
 - i. Facility is or will be scheduled for inspection
 - ii. The Facility was inspected but with minor non-compliance findings rectifiable before the expiration of the temporary certificate and would not pose any harm to the health and welfare of the animals concerned.

This Circular shall remain in force until revoked in writing. All circulars, orders, and memoranda inconsistent herewith are deemed repealed and are likewise modified accordingly.

For the guidance and compliance of all concerned.

Done this 30th day of JULY 2024.



HYACINTH G. NAPILOY, DVM, MPS-PA
Officer-in-Charge, Director





Republic of the Philippines
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Visayas Avenue, Brgy. Vasra, Quezon City

CERTIFICATE OF REGISTRATION

also termed as

LICENSE TO OPERATE

in consonance with the World Organisation for Animal Health (WOAH) and Organisation for Economic Cooperation and Development (OECD)

Issued to

JUAN POULTRY FARM

Poultry Farm (Broiler)

PLT - B - 5000


Visayas Avenue, Project 8, Quezon City, Metro Manila

This facility is registered with the Bureau of Animal Industry pursuant to the provisions of the RA 3639 an Act creating the BAI, EO No. 292 Series of 1987 Administrative Code of 1987, EO No. 338 Series 2001 Agriculture and Fisheries Modernization Act, RA 8485 otherwise known as Animal Welfare Act of 1998, as amended by RA 10631 and RA 10611 Food Safety Act.

Date of Issuance	Valid Until
July 11, 2024	July 11, 2025



Signed by the Authority of the Director:


ANTHONY C. BUCAD, DVM
Officer-in-Charge, Chief
Animal Health and Welfare Division

RF AHWD-48 Animal Facility Registration Certificate
Rev. No. 02
April 19, 2023



Annex 2



Republic of the Philippines
Department of Agriculture
BUREAU OF ANIMAL INDUSTRY
Visayas Avenue, Diliman, Quezon City

TIN: _____

Registration Number _____

CERTIFICATE OF REGISTRATION

Pursuant to presidential Decree No. 07, DA-BAI Administrative Order No. 12, series of 2012 and DA-BAI Administrative Order No. 8 series of 2004 otherwise known as

Livestock, Poultry and By-Products Handler's Registration

NAME OF APPLICANT

BUSINESS NAME

ADDRESS

is registered with the BUREAU OF ANIMAL INDUSTRY as a

WHEREAS, the Bureau of Animal Industry has approved the license of the above person as required by the Bureau of Animal Industry in buying, selling and movement of livestock, poultry avian and its by-products.

The license always on hand during the conduct of business in buying, selling and movement of livestock, poultry, avian and its by-products.

AREA OF COVERAGE

The registration is subject to the conditions of all existing laws, rules and regulations pertaining to the movement of livestock, poultry, avian and by-products.

DATE OF ISSUANCE

DATE OF EXPIRATION

APPROVING OFFICIAL:



Animal Health & Welfare Division

RF AHWD-28 Livestock, Poultry & BY-PRODUCTS HANDLER'S Registration
Rev. No. 01
June 24, 2024



Annex 3



Republic of the Philippines
Department of Agriculture
BUREAU OF ANIMAL INDUSTRY
Visayas Avenue, Diliman, Quezon City

TIN: _____

License Number

LICENSE TO OPERATE

Livestock, Poultry and By-Product Transport Carrier

Pursuant to presidential Decree No. 07, Republic Act 8485 as amended by Republic Act 10631, DA-BAI Administrative Order No. 2, series of 2003 and DA-BAI Administrative Order No. 8 series of 2004

NAME OF APPLICANT

BUSINESS NAME

ADDRESS

is registered with the BUREAU OF ANIMAL INDUSTRY as a

GENERAL PARTICULARS

_____ PLATE NO.	_____ MOTOR VEHICLE NO.	_____ TEMPORARY/CONDUCTION STICKER
_____ MAKER / BRAND	_____ BODY TYPE	

WHEREAS, the Bureau of Animal Industry has approved the registration of the above owner or the representative of the land transport carrier after the compliance made by the owner, company, corporation, cooperative, association and club as required by the Bureau of Animal Industry

The registration is subject to the conditions of all existing laws, rules and regulations pertaining the movement of livestock, poultry products and by-products. The Bureau of Animal Industry has the right to inspect and evaluate the carrier at any given time of the registration.

DATE OF ISSUANCE

DATE OF EXPIRATION

APPROVING OFFICIAL:



Animal Health & Welfare Division

RF AHWD-29 Livestock, Poultry & By-Products Land Transport Carrier LTO
Rev. No. 01
June 24, 2024

