



Republic of the Philippines  
Department of Agriculture  
**BUREAU OF ANIMAL INDUSTRY**  
Visayas Ave., Diliman, Quezon City  
**GaBAI sa Pag-unlad ng Paghahayupan**

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**MEMORANDUM CIRCULAR**

NO. 27  
Series of 2022

**SUBJECT : REVISION OF THE NEW ISO-9001: 2015 ENROLLED ANIMAL FACILITY REGISTRATION APPLICATION FORM AND ANIMAL INSPECTION CHECKLISTS**

On June 8-10, 2022, the 2022 Mid-year Animal Welfare and Animal Facilities Regulation Planning and Workshop held at the Selah Garden Hotel, Pasay City was actively participated by the Department of Agriculture Regional Animal Welfare Coordinators and Officers (RAWCs/ RAWOs). The aforementioned delegates provided valuable recommendations to improve the Animal Facility Registration Application Form and Animal Inspection Checklist.

In view of the above, the Animal Health and Welfare Division is hereby directed to revise the subject documents in consideration to the inputs provided thereat.

All RAWCs and RAWOs are advised to adopt and use the latest ISO-9001:2015 enrolled Animal Facility Registration Application Form (RF AHWD-04) and Animal Facility Inspection Checklists in conducting facility inspection as required by the Republic Act 8485 *The Animal Welfare Act of 1998* as amended by R.A. 10631 and its Revised Implementing Rules and Regulations and related Department of Agriculture Administrative Issuances.

For more information or further clarification, please contact: **Dr. Marie Shella Ordinario** – Animal Welfare Unit Section Head at 8528-2240 loc 1506 or mobile number 0928 524 1866.

For strict compliance.

Done this 5<sup>th</sup> day of July 2022.

  
**REILDRIN G. MORALES, DVM, MVPH Mgt.**  
Officer-in-Charge, Director



**APPLICATION FORM  
FOR CERTIFICATE OF REGISTRATION/ LICENSE TO OPERATE ANIMAL FACILITY**

(In compliance to Republic Act No. 8485 The Animal Welfare Act of 1998 as amended by RA 10631)

INSTRUCTION: Print legibly. Tick appropriate boxes and use separate sheet if necessary.  
Indicate N/A if not applicable. Do Not Abbreviate.

To be filled-out by DA-BAI /RAWC/RAWO/AWEO  
RECEIVED BY: \_\_\_\_\_  
DA-RFO NO.: \_\_\_\_\_ DATE: \_\_\_\_\_

NEW APPLICATION       RENEWAL APPLICATION       GOVERNMENT       PRIVATE

**I. PETITIONER INFORMATION (Officer-in-Charge, Owner, Manager or Veterinarian)**

SURNAME			
FIRST NAME			NAME EXTENSION (JR/ SR)
MIDDLE NAME			
OFFICE ADDRESS	Number/ Building/ Block/ Lot Number		Street
	Sitio/ Subdivision/ Village		Barangay
	City/ Municipality		Province
			Region
CONTACT DETAIL/S	Phone/ Mobile Phone Number/s:		Email Address:

**II. ANIMAL FACILITY INFORMATION**

FACILITY NAME			
FACILITY ADDRESS <input type="checkbox"/> Same as Office Address	Number/ Building/ Block/ Lot Number		Street
	Sitio/ Subdivision/ Village		Barangay
	City/ Municipality		Province
			Region
CONTACT DETAIL/S	Phone/ Mobile Phone Number/s:		Email Address:

**VEHICLE/ VESSEL/ CARRIER INFORMATION (FOR ANIMAL TRANSPORTATION FACILITY APPLICATION ONLY)**

<input type="checkbox"/> LAND	<input type="checkbox"/> WATER	<input type="checkbox"/> AIR
REGISTRATION NUMBER	Make and Model of Vehicle/ Name and Type of Vessel/ Type and Model of Aircraft	
	Official Receipt/ Certificate of Registration Number	Validity of Registration (DD/MM/YYYY)
TYPE OF BUSINESS	<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Cooperative <input type="checkbox"/> Association <input type="checkbox"/> Non-government Organization	

**A. LIVESTOCK FACILITY**

Livestock     Swine     Cattle     Buffalo     Small Ruminant     Stockfarm     Stockyard     Other Livestock Facility  
 Poultry       Broiler     Layer     Breeder     Hatchery       Duck         Quail         Other Poultry Facility  
 Others         Rabbit     Ostrich     Crocodile     Apiary

**B. NON-LIVESTOCK FACILITY**

Companion/ Pet     Kennel     Cattery     Pet Shop     Grooming     Boarding/ Recreation  
                            Pet Bird-Aviary     Small Pet Animal       Other Companion/ Pet  
 Veterinary         Non-surgical     Surgical     Hospital     Mobile       Other Veterinary Facility  
 Sports Leisure and Gaming     Gamefowl     Pigeon Racing     Horse       Other Sports, Leisure and Gaming Facility  
 Animal Control                 Pound         Shelter         Other Animal Control Facility  
 Laboratory         Laboratory Animal     Laboratory Animal Production     Other Laboratory Animal Facility  
 Working and Service Animal     Working Dog     Service Dog Provider for PWD     Other Working and Service Animal Facility  
 Captive Wildlife     Zoo and Aquarium     Wildlife Rescue Center     Wildlife Conservation/ Breeding Center     Wildlife Hobbyist  
                            Primate             Other Captive Wildlife Facility  
 Live Animal Market     Public Market (Live Animal)     Livestock Auction Market     Other Live Animal Selling/ Trading Facility  
 Live Animal Transport     Land Transport                     Water Transport                     Air Transport

**III. ANIMAL FACILITY VETERINARIAN INFORMATION**

SURNAME			
FIRST NAME			NAME EXTENSION (JR/ SR)
MIDDLE NAME			
CONTACT DETAIL/S	Phone/ Mobile Phone Number/s:		Email Address:

PROFESSIONAL REGULATION COMMISSION (PRC) LICENSE REGISTRATION NUMBER	VALIDITY (DD/MM/YYYY)
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LEARNING AND DEVELOPMENT/ TRAINING/ SEMINAR ATTENDED (Include only relevant L&D/ Training taken)			
Title	Date	Venue	Organizer

SIGNATURE OF THE PETITIONER	DATE
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## REQUIREMENTS AND FEES

### I. Requirements for Initial Application

- Copy of DTI Business Registration/ SEC/ CDA Registration/ Ordinance or Mandate of Establishment
- ID picture of the Officer-in-Charge, Owner, Manager or Veterinarian
- Copy of valid PRC and PTR and of the Veterinarian
- Copy of Notarized Employment Contract/ Memorandum of Agreement/ Appointment Order of the Veterinarian
- Copy of Location Map and Lay-out plan of the Facility
- Copy of Environment Clearance Certificate (ECC)/Certificate of Non-Coverage (CNC) from the DENR – Environmental Management Bureau
- Copy of Certificate of Attendance from Animal Welfare Seminar Conducted by BAI/ DA-RFOs or other BAI-recognized Organization

#### Other Facility-Specific Documentary Requirements

- Valid S2 license of the Veterinarian for Veterinary Facility, Shelter, Pound or Laboratory Animal Facility (Except Laboratory Animal Production Facility)
- Animal Care and Use Program (ACUP) and Institutional Animal Care and Use Committee (IACUC) for Laboratory Animal Facility (Except Laboratory Animal Production Facility)
- DENR-Biodiversity Management Bureau Certificate of Wildlife Registration (CWR)/ Wildlife Farm Permit (WFP) for Captive Wildlife Facility

### II. Requirements for Renewal Application

- Same documentary requirements as stated above
- Business/ Mayor's Permit

### III. Schedule of Application Fees

ANIMAL FACILITIES	INITIAL One Year (PHP Peso)	RENEWAL Three Years (PHP Peso)
<b>Livestock</b> (Facilities utilized for food production and draught purposes)		
Poultry (Broiler, Layer, Breeder, Hatchery, Duck and Quail); Swine/ Cattle/ Small Ruminants; Crocodile Farm	1,000.00	3,000.00
Slaughterhouse/ Poultry Dressing Plant; Stockyard/ Coral/ Stockfarm/ Stud Farm	500.00	1,500.00
Rabbit/ Buffalo/ Ostrich/ Apiary/ Other Livestock and Poultry Facility	300.00	900.00
<b>Non-Livestock</b> (Facilities for recreational, education, scientific, safety, security, public health and other purposes)		
Zoo and Aquarium/ Primate Facility	1,000.00	3,000.00
Kennel/ Cattery/ Pet Shop/ Pet Bird-Aviary; Race track/ Equestrian	500.00	1,500.00
Grooming/ Boarding and Recreation/ Small Pet Animal Facility/ Other Companion Pet Facility; Surgical and Non-surgical/ Veterinary Hospital/ Mobile Veterinary Clinic/ Other Veterinary Facility; Gamefowl/ Pigeon Racing/ Other Sports Leisure and Gaming Facility; Other Animal Control Facility; Laboratory Animal/ Other Laboratory Animal Facility; Working Dog Facility/ Service Dog Provider for PWD/ Other Working Service Animal Facility; Wildlife Rescue Center/ Wildlife Conservation Breeding Center/ Wildlife Hobbyist/ Other Captive Wildlife Facility; Public Market (Live Animal)/ Live Animal Market/ Livestock Auction Market/ Other Live Animal Selling Trading Facility; Live Animal Transport (Land Transport Vehicle, Water Transport Carrier/ Air Transport Carrier)	300.00	900.00
Pound/ Shelter	200.00	600.00

Surcharge Fee: Upon renewal, a surcharge of 50% of the amount due shall be levied on every expired registration certificate.

Pursuant to the provisions of RA 3639 an Act creating the Bureau of Animal Industry (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 The Animal Welfare Act of 1998, as amended by RA10631 and RA 10611 Food Safety Act, the CERTIFICATE OF REGISTRATION also termed as LICENSE TO OPERATE as an Animal Facility, shall be issued by the Bureau of Animal Industry upon proof that the facility is compliant with the aforementioned laws, rules and regulations.

I declare under oath that I have personally accomplished this Application Form which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I understand that in compliance with the Data Privacy Act (R.A. No. 10173), BAI shall keep my information private and confidential and will retain my information solely for the fulfillment of the aforementioned purposes. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.

ID Picture taken within the last six (6) months 3.5 cm x 4.5 cm (passport size)

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Petitioner's printed name and signature