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**MEMORANDUM CIRCULAR**

NO. 02

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**SUBJECT : ADOPTION OF THE HANDBOOK FOR THE LOCAL GOVERNMENT UNIT (LGU) VETERINARIAN**

Pursuant to the agreements of the National Advisory Committee for Animal Disease Control and Emergencies (NACADCE) members during their regular meetings conducted on 2016, to develop a manual of operations for the local government unit (LGU) veterinarians, the Provincial, City, Municipal Veterinary League of the Philippines (PCMVLP) has formed a working group which directed the crafting of the **Handbook for the Local Government Unit (LGU) Veterinarian**.

The manual aims to delineate the roles and responsibilities of the veterinarians under the LGU and the National Veterinary Services, in order to effectively *deliver needed veterinary services to the community and ably integrating with and complementing the national veterinary services programmes in managing animal health, animal health threats and associated human health risks, implementing sustainable livestock production and ensuring food and nutrition security and people's livelihoods, quality and affordable Veterinary Services through the application of modern veterinary technologies, effective implementation of livestock programmes with a strong legislative support.*

The Bureau of Animal Industry (BAI) supports the vision, mission and objectives of the NACADCE sequentially for the LGU Veterinary Services to contribute to a healthy, wealthy and green community, by equipping the local government veterinarians with this essential tool to balance their duties and responsibilities under the Local Government Unit and the National Veterinary Services.

Thus, the BAI hereby adopts the "Handbook for the LGU Veterinarian" (attached). We enjoin all local government veterinarians to utilize this handbook for the overall improvement of veterinary services of the country.

Done this 18<sup>th</sup> day of January 2021.

**RONNIE D. DOMINGO, DVM, MSc**  
Director

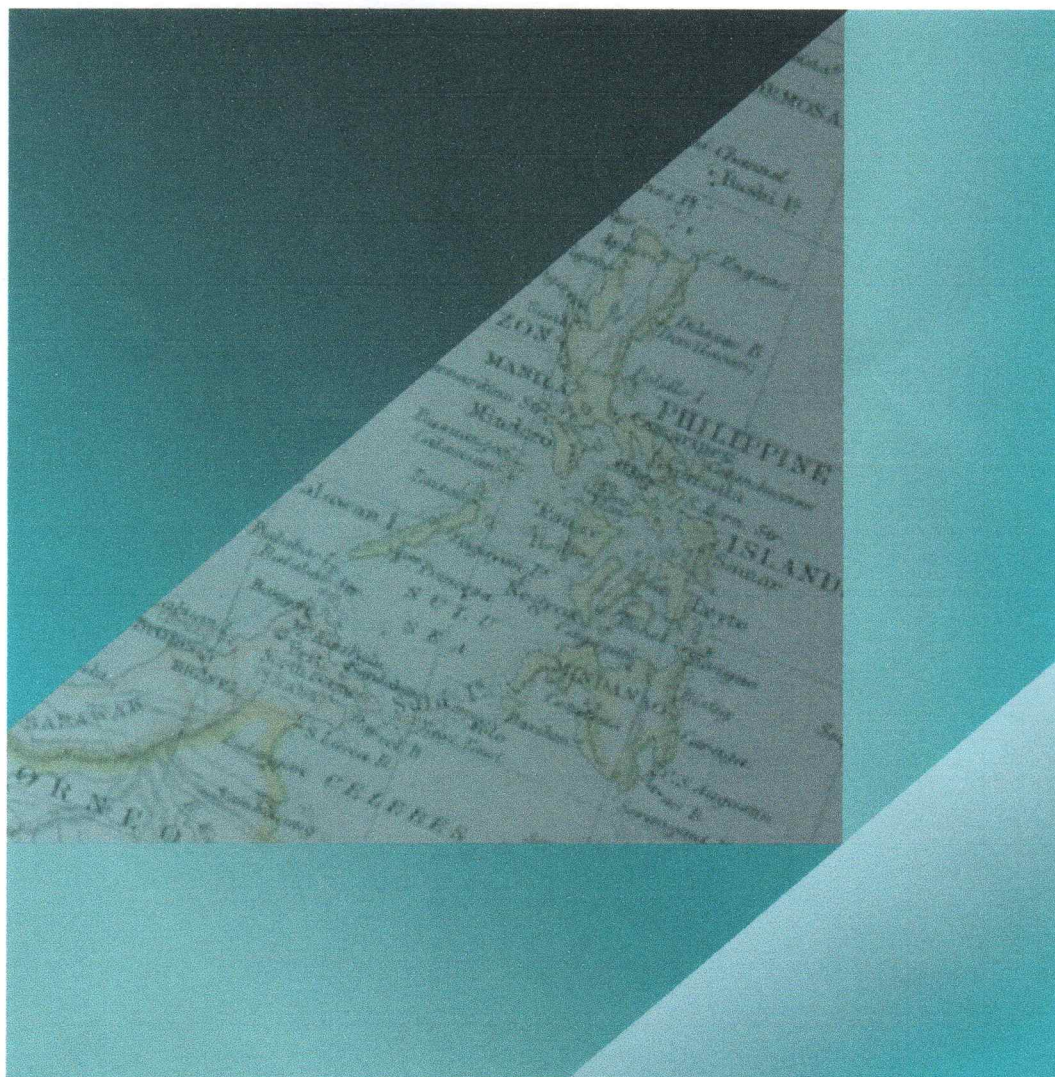




National Advisory Committee for Animal Disease Control and Emergency (NAC-ADCE)

# Handbook for the Local Government Unit Veterinarian

2020 Edition





National Advisory Committee for Animal Disease Control and Emergency (NAC-ADCE)

Handbook for the  
**Local Government  
Unit Veterinarian**  
2020 Edition



In cooperation with the Philippine Veterinary Medical Association (PVMA) and the Provincial, City, Municipal Veterinarians League of the Philippines (PCMVLP)



*A veterinarian attends to a cat during one of the Philippine Veterinary Medical Association's Spay and Neuter and Anti-Rabies Projects in Pasig City, September 2020.*



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## Abbreviations

<b>AMR</b>	Anti-Microbial Resistance
<b>BAI</b>	Bureau of Animal Industry
<b>CVS</b>	Central Veterinary Services
<b>DA</b>	Department of Agriculture
<b>FAO</b>	Food and Agriculture Organization
<b>LCE</b>	Local Chief Executive
<b>LEGS</b>	Livestock Emergency Guidelines and Standards
<b>LDRRMC</b>	Local Disaster Risk Reduction Management Council
<b>LGU</b>	Local Government Unit
<b>NACADCE</b>	National Advisory Committee on Animal Disease Control and Emergencies
<b>NDCC</b>	National Disaster Coordinating Council
<b>NMIS</b>	National Meat Inspection Service
<b>PCMVLP</b>	Provincial, City, Municipal Veterinarians League of the Philippines
<b>SOP</b>	Standard Operating Procedures

## Foreword

### A time to manage scale....

Local government unit (LGU) veterinarians have grown in number with municipalities, cities and new provinces appointing veterinarians. Once offices and people-hires increase, the organization starts changing in terms of overseeing their respective areas of jurisdiction. With contiguous administrative boundaries, the LGU veterinarian cannot only focus on his/ her area. A coordinated approach to livestock concerns is vital for each area to overcome challenges.

The central veterinary services which in this case is the Bureau of Animal Industry (BAI) is aware of this set up. Being an organization with previous line functions, BAI has now to coordinate with LGU veterinarians who are governed by their local chief executives and all under the purview of a different Department. BAI also has to contend with the regional field offices in their own backyard which is the Department of Agriculture.

BAI relies on the regional field offices and the local government units to do frontline work on livestock. On the other hand, the LGU veterinarians will need national guidance on livestock issues so that a more coherent approach to livestock issues are planned and implemented.

LGU veterinarians have now consolidated themselves into one group called the Provincial, City, Municipal Veterinarians League of the Philippines (PCMVLP). The PCMVLP meets regularly to discuss issues that affect their respective localities. As a group, it would be easier for the LGU veterinarian to share information and learn from experiences of other LGU veterinarians as well as be a force that would partner with the central veterinary services on how to implement programs in a standardized manner.

As partners in the national veterinary services, both central and local veterinary services have to work in complementarity with each other where expectations from both parties are clear in planning and implementing livestock activities. Hence clear process documentation is needed to ensure that the tasks are done in the same way across different units. Structural relationships and responsibilities need to be clear to explain the roles of the central veterinary services and that of the local veterinary services.

A handbook helps store all that knowledge and information making sure that roles are clear and that expectations are levelled off. Lastly, a handbook fosters accountability among all staff.

Thus, this Handbook for the LGU Veterinarian will be the 'go to' reference. It will contain all sorts of information from areas of responsibilities to structural hierarchies to detailed procedures. This handbook is initially a physical document but will be a living document as new developments evolve. An online reference will also be made available.

It is hoped that the handbook will guide new recruits and on-the-job veterinarians in the exercise of their duties.



## Background and Acknowledgement

During one of the monthly meetings of the National Advisory Committee for Animal Disease Control and Emergencies (NACADCE) in 2016, the committee recommended the development of a “manual of operations for LGU veterinarians to delineate between the roles and responsibilities of the LGU vet and the central vet services. This recommendation was presented by then Chief of Animal Health and Welfare Division Dr. Ronnie Domingo to the PCMVLP Conference in May 2016.



*Dr. Benigno took a lead role in writing this handbook.*

PCMVLP formed a working group and requested Dr. Carolyn Benigno to oversee the conduct of a workshop. Two workshops were held. The first workshop held on 14 -15 August 2017 at the BAI, focused on perceived roles of the LGU veterinarians and the central veterinary services as well as defining the functional areas of responsibilities. A second workshop was held on 23 November 2017 at the Mercure Hotel where the facilitator presented the resulting outline. The group then began populating the outline.

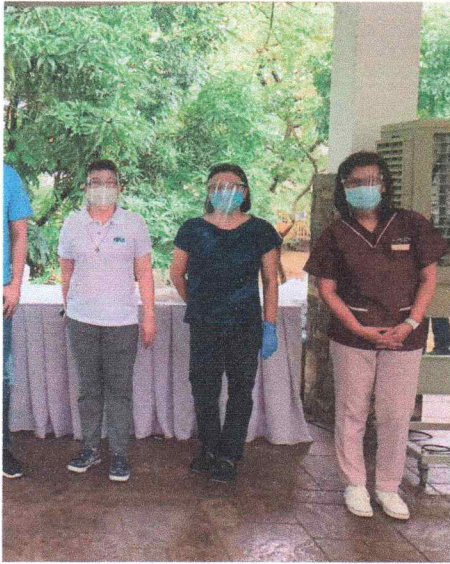
Last May 2018 during the PCMVLP Conference, an initial draft was presented for comments. The finalized draft was presented at the PCMVLP meeting during the PVMA Convention in 2019 and during the PCMVLP conference in 2019.

Special thanks to Dr. Pastor Tumaliuan and his team for pushing the writing of this handbook. The support of NACADCE, BAI and FAO are hereby acknowledged. The role of Dr. Carolyn Benigno for conducting the workshop and writing this Handbook is greatly appreciated.



## At your service

Over the years, veterinarians are at the forefront of community initiatives especially in times of great challenges. From facing the African Swine Fever, conducting animal rescue missions during the Taal Volcano eruption, humanitarian relief efforts in the aftermath of the Mindanao Earthquakes to serving in the midst of the Covid-19 pandemic, our veterinarians remain committed in aid of animals and beyond.



## A. Introduction

The Local Government Unit (LGU) Veterinary Services was thrust to assume the important role of ensuring food and nutrition security and livelihoods of the people they serve in their respective localities.

The promulgation of the Local Government Code or RA 7160 in October 10, 1991, stipulates the basic services delivery that are to be under local government units. The specific provisions are quoted hereunder, for reference.

*Local government units shall endeavor to be self-reliant and shall continue exercising the powers and discharging the duties and functions currently vested upon them. They shall also discharge the functions and responsibilities of national agencies and offices devolved to them pursuant to this Code. Local government units shall likewise exercise such other powers and discharge such other functions and responsibilities as are necessary, appropriate, or incidental to efficient and effective provision of the basic services and facilities enumerated herein.*

*(b) Such basic services and facilities include, but are not limited to, the following:*

*(1) For a Barangay:*

*(i) Agricultural support services which include planting materials distribution system and operation of farm produce collection and buying stations;*

*(2) For a municipality:*

*(i) Extension and on-site research services and facilities related to agriculture and fishery activities which include dispersal of livestock and poultry, fingerlings, and other seeding materials for aquaculture, palay, corn, and vegetable seed farms; medicinal plant gardens; fruit tree, coconut, and other kinds of seedling nurseries; demonstration farms; quality control of copra and improvement and development of local distribution channels, preferably through cooperatives; inter-Barangay irrigation system; water and soil resource utilization and conservation*

*(3) For a Province:*

*(i) Agricultural extension and on-site research services and facilities which include the prevention and control of plant and animal pests and diseases; dairy farms, livestock markets, animal breeding stations, and artificial insemination centers; and assistance in the organization of farmers' and fishermen's cooperatives and other collective organizations, as well as the transfer of appropriate technology;*

*(4) For a City:*

*All the services and facilities of the municipality and province, and in addition thereto, the following:*

*(i) Adequate communication and transportation facilities;*

*(ii) Support for education, police and fire services and facilities.*

The LGU veterinarians are administratively under the respective Chief Executives of the concerned LGU. Each LGU has an office of either a provincial, city or municipal veterinarian that assumes the responsibility of a department head of the said LGU and oversees activities pertaining to livestock and sometimes even the agriculture programme.

The primary role and importance of the LGU Veterinary Services is to be a facilitator of dialogues between those who develop programs and those who are the beneficiaries of the programme. The LGU Veterinary Services, being in the frontline of veterinary services delivery therefore must turn these programs into action, link the various stakeholders and translate the plans into tangible forms of assistance to the farmer producers, all within the Local Government framework.

The Central Veterinary Services which in this case refers to the Bureau of Animal Industry (BAI) has no line function with the LGUs nor does the Regional Field Units of the Department of Agriculture yet both need the cooperation of the LGU veterinarians to implement national programs and provide support to LGUs as needed. On the other hand, the LGU veterinarians have to fulfill its mandate given them by being under the LGU Chief Executive but also needs to link with the national agencies for guidance in implementing national programmes, and specific local programs as well as identify capacity building activities.

To fully operationalize expectations, a manual of operations is needed to guide the LGU Veterinarians on their role under their LGU and how to maximize their collaboration with national agencies.

## B. Vision, Mission, Objectives

While each LGU has its own vision and mission, the statements mentioned here refer to the local veterinary services. The statements are generic where a specific LGU Veterinary Office may adopt or adjust as its own.

### **Vision:**

An LGU Veterinary Services contributing to a healthy, wealthy and green community

### **Mission:**

To deliver needed veterinary services to the community and ably integrating with and complementing the national veterinary services programmes in managing animal health, animal health threats and associated human health risks, implementing sustainable livestock production and ensuring food and nutrition security and peoples' livelihoods, quality and affordable Veterinary Services through the application of modern veterinary technologies, effective implementation of livestock programmes with a strong legislative support.

### **Objectives:**

- To deliver quality, affordable and sustainable veterinary services to the community he/she serves
- To apply latest veterinary technologies for the effective implementation of animal production, health and welfare programs
- To maintain linkages with the central veterinary services in the implementation of national livestock programme
- To develop one's professional capacities that will ensure high quality service delivery to the community

## C. Guiding Principles

Guiding principles are defined as precepts that guide the local government unit veterinarian throughout their working life in all circumstances, irrespective of changes in the goals, strategies, type of work, or the top management of his/her respective local government unit.

The local government unit veterinarian:

- Pledges to maintain and practice veterinary medicine at the highest ethical and professional standards.
- Commits to deliver professional and efficient service to communities wherever assigned.
- Commits to safeguard public health.
- Ensures that there is access to safe quality food of animal origin at all times.
- Protects the health and welfare of animals.
- Ensures that livelihood opportunities in livestock are available to all.
- Commits to contribute to food security
- Understands that linkages with central veterinary services, other government offices, other stakeholders are vital for the success of local government programmes. In the same token, the success of national programmes is dependent on the support of local government unit veterinarians.
- Commits to promote and pass ordinances consistent with existing national legislation, regulations, directives on the national livestock programme.
- Understands that programmes to be sustainable must generate income for the office he/she is connected to.

## D. Technical Areas of Responsibility

A myriad number of responsibilities is placed under the LGU veterinarian. These can be grouped into five major headings, as follows:

1. Livestock Development
2. Animal Health
3. Veterinary Public Health
4. Veterinary Services
5. Resilience to natural calamities and disasters
6. Program operations and implementation

The scope of each technical area is discussed below including the responsibility of the LGU veterinarian. For purposes of this document, scope is defined as extent of the area or subject matter that should be dealt with and deemed relevant while responsibility is defined as the state or fact of having a duty to deal with something and being accountable for it.

### 1. Livestock Development

Scope:

Includes all aspects of animal production both terrestrial and aquatic, forage and pasture development, policy development, research and development, environmental protection (e.g. waste management)

General Responsibilities:

- Maintain a record of the livestock population to include specific location, livestock demographics, smallholder size, proportion of smallholder to commercial
- Promote livestock production to include native animals and processing by developing domestic (and even export) markets for animal products
- Ensure availability and access of feed sources for the livestock



- Oversee a forage and pasture development programme, as appropriate considering the geographic profile of the area.
- Improve the efficiency of livestock production through adoption of available technologies
- Oversee registration of commercial and semi-commercial farms, feed supply stores as well as veterinary pharmaceutical stores and any allied establishment that may be connected in the operation of the office
- Ensure that a waste management plan is in place and meets all environmental assessment requirements.
- Prepare a strategic plan with budgets to guide the development of the livestock program in the area.
- Develop a capacity building program for LGU veterinary services staff covering the technical areas of responsibility and seek opportunities for national and international trainings.
- Ensure protection and conservation of exotic animals

## **2. Animal health**

### Scope:

Includes all aspects of surveillance, diagnosis, reporting, outbreak investigation, response and management, disease prevention, control and eradication, vaccination, biosecurity, disease emergency preparedness

### Responsibilities:

- Conduct active surveillance on national and local priority diseases and establish disease prevalence of specific diseases
- Design and implement a passive surveillance programme to demonstrate disease freedom or detect an unusual animal health incident

- Detect, investigate, diagnose and report unusual animal health incidents to the central veterinary services using a standardized database reporting system
- Conduct follow up investigations of such animal health incidents and report outcomes and updates to the central veterinary services.
- Develop and implement disease response plans to include zoning approaches as necessary for all diseases of concern together with identification of highest risk populations and strengthening of most likely detection systems.
- Maintain strong disease prevention/control programmes by cooperating with the central veterinary services and seeking cost sharing schemes to implement the national program.
- Maintain linkages with human health and environment sector in the control of livestock diseases and associated human health risks (One Health)
- Seek opportunities to enhance capacities on risk analysis and border controls through national trainings or international trainings
- Join existing laboratory networks in the country and in Southeast Asia region to keep abreast with current technologies and capacities
- For LGU with existing laboratories or planning to establish a laboratory, LGU veterinarians should:
  - Plan the physical infrastructure of the laboratory following and complying with the national biosafety/biosecurity standards and using state of the art diagnostic equipment.
  - Establish laboratory systems to ensure accuracy, precision and validity of results.
  - Develop and implement a comprehensive capacity building strategy for laboratory staff at all levels.
  - Develop and implement a procurement plan for the needed supplies and replacement of equipment for better efficiency and delivery of service.

### 3. Veterinary public health

Scope:

Includes all aspects on food hygiene and residue control for animal products, food safety practices, facility inspection and registration, AMR, zoonoses control

Responsibilities:

- Oversee/facilitate implementation of food hygiene controls and food hygiene practices in meat establishments
- Oversee/facilitate implementation of hygiene practices in the collection, processing and distribution of locally produced milk and honey.
- Oversee local registration of meat shops and other related facilities based on ordinances and local issuances, which is required in the issuance of Business Permit and License to Operate as well as for National Registration and Accreditation.
- Report information on animal disease surveillance at slaughterhouses to BAI and NMIS
- Implement program to estimate Salmonella prevalence and its control in meats, eggs, milk and feeds.
- Implement control systems in the registration, quality, distribution and sale of veterinary medicines and biological, as well as in their usage.
- Participate/assist in the conduct of residue-testing and monitoring programme for animal products
- Participate/assist in the conduct of AMR surveillance
- Participate/assist in the national rabies control and eradication programme by conducting vaccination, surveillance and public awareness campaigns
- Conduct prevalence studies on priority zoonoses.
- Seek cost sharing schemes with the central veterinary services on national program implementation

## 4. Veterinary services

### Scope:

Includes all aspects on structure and infrastructure that would allow for trade/transport of goods within the area or across another area. This pillar includes quarantine and animal welfare, regulatory functions.

### Responsibilities:

- Organize pertinent groups or teams within the LGU to oversee each of the pillar elements mentioned above.
- Communicate with the authorities of the local unit e.g. Governors, Mayors, etc and brief them on the activities under this pillar
- Meet and discuss with designated quarantine officers on the delineation of responsibilities in the transport of animals and animal products especially if said transport passes through/sourced from/destined to your area of jurisdiction.
- Assist the central veterinary services in case a national undertaking of purchasing and putting livestock under quarantine in one's areas of jurisdiction. Type of assistance must be agreed between the LGU and the central veterinary services.
- Schedule regular meetings with quarantine officers on quarantine issues and regulations.
- Schedule regular meetings with the swine and poultry industries as well as the allied industries to discuss transport issues and requirements
- Discuss with the central veterinary services the development and implementation of and identification and traceability systems for commercial farms
- Implement animal welfare practices in animal control activities, humane dog / cat population management including coordination regarding holding of livestock/ small animal events.

- Ensure protection of wildlife habitat and conservation of exotic animal species
- Implement animal welfare practices to include coordination regarding holding of livestock/ small animal events.
- Coordinate the supervision of rescue centers for wildlife in the locality
- Apply and implement as necessary a zoning approach for disease control programmes
- Oversee/facilitate the local registration of commercial and semi-commercial farms, veterinary clinics, animal shelters and other animal-related establishments or structures consistent with RA 8485/RA 10631.
- Oversee/facilitate the registration of animal feeds establishments and facilities such as feed supply stores as well as veterinary pharmaceutical stores and any allied establishment that may be connected in the operation of the office
- Conduct activities that promote advocacy on animal welfare and Good Animal Husbandry Practices.
- Seek opportunities to enhance capacities on risk analysis and border controls through national trainings or international trainings.

## **5. Resilience to Natural Calamities and Disasters**

Scope:

Includes the development and implementation of response and resilience measures that would protect livelihoods of communities before, during and after a calamity/ disaster

Responsibilities:

- Establish the LGU Relief and Rehabilitation Task Force and join the respective municipal and provincial disaster risk management council meetings to present and recommend actions on damage assessment reports.

- Establish a calamity tracking unit for livestock to do early warning for future typhoon or other calamity forecasts.
- Develop the farm animal resources data in the areas to determine livestock areas to be affected for every calamity forecast
- Establish emergency feed system supply and stocks – in key areas
- Develop an animal health assistance package to assist farmers in saving their animals.
- Coordinate with the DA Regional Field Unit and the BAI on assistance efforts as well as briefing said offices of on the ground situation.
- Conduct research on resistant breeds and feeding materials for massive reproduction in the locality.
- Ensure local provision of indemnity funds for livestock during disasters and disease outbreak.
- Explore arrangements with the national government on sourcing indemnity funds in addition to the local provisions
- Look into livestock insurance schemes for farmers and require their enrolment to such schemes
- Issue guidelines to establish or convert available facilities into animal shelters equipped with feed/medicaments/water package, once typhoon or calamity forecasts are made.
- Develop an emergency preparedness and response manual integrating disaster management concepts and tools such as LEGS.
- Seek opportunities to train on disaster response and management

## 6. Program operations and implementation

### Scope:

Includes planning programmes and activities that are in line with national programmes and activities that are of priority to the LGU, setting targets and budgeting for these programmes.

### Responsibilities:

- Participate in national planning exercises held by the central veterinary services
- Determine financial capacity of LGU for activities related to implementation of national programmes
- Prepare plans and budgetary requirements in support of national programs.
- Discuss with the central veterinary services on realistic targets to be achieved based on available budget and/or personnel staffing complement
- Plan and set targets for activities that are of priority to the LGU
- Set requirements in terms of personnel, supplies and materials for the fiscal year
- Secure funding for national and local programmes
- Explore other sources of funding e.g. Partners
- Develop a capacity building program for LGU veterinary services staff covering the technical areas of responsibility and seek opportunities for national and international trainings
- Within the acceptable decorum, network with the private sector and other stakeholders on how they can assist in implementing local programs.

## **E. Qualifications of an LGU Veterinarian**

The LGU veterinarian who will head the department should be a licensed veterinarian and must have practiced his/her profession for at least three year for provincial and city veterinarians and at least one year for municipal veterinarians (Article 19 of the Local Government Code). Civil Service Commission requirements on relevant experience and training need are to be complied with.

He/She should demonstrate management capability in running an office and implementing projects.

He/She should have good communications skills, both oral and written.

Proof of residency status and other requirements for recruitment should be submitted as required by the specific LGU human relations (HR) office.

On the other hand, LGU veterinarian staff under the provincial veterinarian/city/municipal veterinarian should be licensed veterinarians with minimum work experience of two years. He/She should comply with all the requirements of the specific LGU HR office and the CSC qualification standards.



## **F. Minimum requirements for an LGU Veterinary Services Office to be fully-functional**

### **1. Staffing:**

The head of a department must have a staffing complement that corresponds foremost to the animal population of its jurisdiction as well as the number of barangays and farms that the office will deliver veterinary services.

Matching administrative complement should be available to handle the operations side of the office.

Budget to fund key positions must be available.

Minimum staffing complement both technical and administrative depend on the needs of the locality and the services required to address these needs. The examples in the Annex will shed light on how provincial, city and municipal offices are able to address the needs of the localities.

### **2. Office space and other infrastructure requirements**

The office of the Provincial/City/Municipal Veterinarian must be provided decent office space located in a safe and secure environment that is accessible to the people and to the seat of the local government.

Working conditions must be conducive for all work activities of all staff (lighted, good ventilation, with tables and chairs, etc.) and must have clear signs for exit during emergencies.

The following are basic facilities that must be available for an office:

- Administrative area
- Technical staff area
- Meeting room with library
- Pantry / water closet
- Receiving area for clients

- Examination room
- Treatment room
- Optional small laboratory
- Storage area
- Office equipment area: refrigerator for reagents, vaccines
- Communication equipment: phones, wifi, computers, printer, radio communication
- Transport vehicle (at least one)
- Mobile clinic

### **3. SOPs for delivering services**

#### **a. Receiving and Releasing of documents**

All communications must be recorded manually or electronically upon receipt and recorded when addressed.

Maintain and update livestock database (e.g. production data, industry performance, profitability)

#### **b. Livestock Development**

Announce/inform the communities of current programs on livestock production

If there are animals for distribution, clear criteria for identifying beneficiaries and area must be announced. Conditions for distribution and how to monitor status of animals should be clear. Receipt of animals must be recorded.

Requests for inquiry should be recorded as to the date received and subject. Action taken must be relayed to the farmer and recorded when action is completed.

### c. Animal Health

#### Disease Reporting

When farmers report a suspected disease, follow up action must be scheduled within 24 hours. If samples are collected, results need to be relayed to the farmer. If disease is notifiable, notify the local chief executive that this should be reported to the national authorities.

Suspect cases from private farms must be investigated upon thorough dialogue and assurance that the farm will not be identified but given a marker identity for spatial and temporal analysis and actions.

Cases spotted in abattoirs must be traced as to its origin and owner and then reported as above.

When disease is exotic to the area, the procedures for declaring a state of calamity must commence and the community advised as soon as possible.

Treat all reports as outbreak investigations hence the proper form should be used. In case of laboratory confirmed animal disease outbreak, the Local Government Veterinarian can recommend to the LDRRM Council for the local declaration within its jurisdiction subject to the approval of the LCE and in consultation with the Central Veterinary Services.

#### Surveillance

Surveillance under national programmes should be complied with using appropriate forms for sample submission and negative reporting.

Request the central veterinary services for guidance on sampling and provision of necessary sample collection kits.

Submit samples promptly to the regional or central animal disease diagnostic laboratory.

Negative reporting must be regularly done to provide evidence of absence of disease.

### Vaccination

If there is a national programme for a specific disease, discuss with the central veterinary services expectations from LGU and vice versa. It must be clear from the outset what are the responsibilities of both parties and how the sharing of resources will be managed.

For any vaccination programme to work, at least 80% of the animal population must be vaccinated. This admittedly is difficult to monitor hence return to the area after two weeks and check on animals not vaccinated and vaccinate these animals. It is important therefore to put markers on the vaccinated animals for easier monitoring.

A record of vaccination must be kept at all times. Follow good vaccination practices (cold chain for vaccines, vaccine paraphernalia, approach, withdrawing vaccines and administration, discarding used syringes and needles, record keeping, monitoring for unvaccinated animals and rescheduling of vaccination as necessary, herd immunity checks)

Collect blood samples 2 weeks after vaccination to test and determine protective titers. This will determine if the vaccination campaign and the vaccine used are effective. (concept of herd immunity)

### Quarantine

As disease events unfold continuously, changes in transport regulation may be instituted. LGU veterinarians must be aware of disease events and attendant regulations in the domestic and international scene.

Clarify and coordinate with the national veterinary quarantine officers the required transport permit issuances to and from your area of jurisdiction.

Provide a set of SOPs and schedule registration of farms and other establishments. This information should be provided to the national authorities for their information and easy reference.

#### **4. Networks with national offices**

Maintain networks with national and regional offices through Task Force Meetings, Special Committees, Working Groups and similar special groups.

#### **5. Continuing education programme**

LGU veterinary offices must allocate time and resources for continuing education of the head of office and his/her staff.

#### **6. Annual budget, income generating activities**

Develop and plan a program with timelines so budgets can be prepared per year. Even if a limited set of activities can be done for a year due to budget constraints, what is important is that these are part of a program with an expected impact, outcome and outputs.

Due to competing resources, LGU veterinarians may explore other funding sources allowed within government accounting and auditing rules or may tap assistance of international partners for funding a program.

## Annex 1

# Examples of Veterinary Offices

This annex contains five examples of Local Veterinary Offices at the provincial, city and municipal levels, demonstrating how these offices evolved from very few divisions and limited personnel to how the offices have evolved and why they have evolved into departments with increased personnel, budget and responsibilities.

The development of these offices is narrated by their respective provincial, city and municipal veterinarians reporting how the office started, the activities now being implemented and the challenges they faced and how they resolved it.

These are case examples to demonstrate that there is no standard set up nor an ideal number of staff but the technical areas of responsibilities remain the same across all five examples. The growth of the office depended very much on the needs of the locality and the foreseen services needed to address such needs. Resources are finite and the veterinary office is only one of those offices that compete with the resources at hand hence the case studies also demonstrate how the provincial, city and municipal veterinarians sourced and justified funding for their respective programs.



*Dr. Loida Valenzuela, Provincial Veterinarian of the province of Ilocos Norte, was awarded as Most Outstanding Veterinarian in Government Service by the Philippine Veterinary Medical Association in 2017. Photo from Ilocos Norte official website*

# Historical Milestones for the Provincial Veterinary Office

## Province of Ilocos Norte

By Dr. Loida Valenzuela  
Provincial Veterinarian

### Humble beginnings

The Provincial Veterinarian (ProVet) of Ilocos Norte was appointed on July 20, 1995 to head the Provincial Veterinary Office (PVO) created by virtue of Republic Act 7160, otherwise known as the Local Government Code of the Philippines. This was during the height of the Foot and Mouth Disease Control Program. The created PVO office was at the mercy of the devolved Provincial Agriculture Office (PAO). During the budget preparation in July 1994, (prior to the ensuing Fiscal Year 1995), the amount of PhP15,000.00 was allocated for the PVO's maintenance and operating expenses, and only the ProVet was given the necessary budget for salaries and other benefits despite the Sanggunian-approved created items. Thus, making the ProVet a lone-ranger in delivering the mandated functions. To augment the single workforce, she borrowed the services of devolved employees of the Provincial Agriculture Office's livestock division especially during the conduct of FMD vaccination activities.

### Organizational Structure: Then and Now

From the time the manpower and budget were added to the PVO, the ProVet initiated the establishment of manpower data base, budget data base, animal profile, among others. With the help of Municipal and City Agriculture Offices, the provincial livestock profile was created. The also ProVet also initiated, though working without spending government funds, in the team-building activities for the PVO manpower to unify their actions for the improvement of the livestock and poultry industry of the province. The PVO Organizational Structure was established with the following:

#### A. Operations Division

- Animal Health
- Livelihood Projects



B. Research

- Livestock Facilities

C. Administrative Support

- Planning
- Clerical/Janitorial

To date, the PVO has evolved to its current structure representing the different functions mandated by law:

A. Operations Division

1. Animal Health and Zoonoses

- Technical Services
- Control of Zoonoses and Infectious Diseases

2. Livestock Production Support

- Technology-based
- Artificial Insemination
- Animal Livelihood Program
- Animal Dispersal

3. Capability Development

- Livestock Stakeholders
- PVO staff and LGU Livestock Coordinators

4. Planning, Monitoring and Evaluation

5. Administrative and Administrative Support

6. Special Projects

## B. Regulatory Division

1. Animal Quarantine Service
2. Meat Inspection
3. Rabies Laboratory Service

## C. Research Division

Such services in the structure are registered as procedures and processes through the ISO: 9001-2015 certification. Despite the budget and manpower limitations, the ProVet and PVO staff remained multi-tasked and emerged to become proactive in the disease control strategy for FMD. These efforts were proven by the recognition and awards given by the National FMD Task Force to the PVO and ProVet as well.

### Budget and Manpower:

In the later part of October, 1995, a letter was forwarded to then Governor Rodolfo Fariñas for the transfer of devolved livestock items and personnel, livestock facilities and their corresponding budget allocation. The Governor approved the proposal and immediately ordered the Provincial Inspection Committee and the Provincial Budget Office to implement the request, in time for the 1996 budget preparation. The first working day of 1996 marked the start of a fully functional Provincial Veterinary Office with twenty six (26) permanent items transferred to the PVO and the amount of PhP 150,000 from the PAO MOOE budget. The budget was re-enacted in 1997. The turn-over from PAO produced only a list of dispersal recipients, a broken typewriter, broken electric fan, and a broken mini refrigerator for the PVO office. For the facilities, only four (4) heads of breeder pigs were present, half-bagful of rice bran and a dilapidated piggery building.

May, 1998 was midterm election period. Then Gov. Fariñas's term ended in 1998. The elected governor was then Governor Ferdinand Marcos, Jr. He had no means to increase the budget, thus, the limited annual PVO budget lasted for three (3) years without any increase at all. However, for 1999 budget preparation, then Gov. Marcos let each and every department head to freely voice out his/her office budget and request for additional budget, if necessary. The ProVet humbly asked for a three-fold increase in the MOOE, and this was granted. Aside from this, then Gov. Marcos gave his assurance that for budget needs, the PVO can always ask to tap funds for its unprogrammed proposals to the Office of the Governor. The ProVet proposed for the improvement of the livestock facilities where the PVO can showcase livestock production technologies. Several infrastructure projects were proposed, funded

and implemented: the four-breeder boar population in one facility was maximized to a 24-sow level capacity, and the native chicken upgrading project was improved to a hen-housed compartmentalized poultry facility, the first in Region I. This materialized with the program of then Gov. Marcos to modernize and upgrade facilities owned by the Provincial Government.

With the increasing cost of waybill fee and shipping containers for dog head samples being sent to the Philippine Animal Health Center (now Philippine's Animal Disease Diagnostic and Reference Laboratory), the ProVet sent a request with a one-page proposal to the Department of Agriculture-Bureau of Animal Industry to help the province start up a provincial rabies diagnostic laboratory. PhPIM was transferred by then Livestock Development Council through the Department of Agriculture Region I for the purchase of the needed equipment and the laboratory started its service in 2006. From then on, a clearer picture of canine rabies was generated and this helped the PVO in planning vaccination programs maximizing its limited resources. The laboratory became one of the first locally-managed rabies diagnostic laboratories. Up to this writing, samples from neighboring provinces are also received for analysis. For rabies control, the PVO initiated a tie-up with the Global Alliance for Rabies Control. With only PhP5M spread over five years, a lot has been done on rabies control. Ilocos Norte has not had any human mortality due to rabies for the past seven (7) years. Though the province still has positive canine rabies, the good thing is the LGUs and the community now share responsibilities in the implementation of rabies control activities. There are functioning volunteer groups in some LGUs helping in the rabies information and control campaigns. With the GARC project, educational materials were given to all schools in the province. The PVO also has continually conducted a yearly Provincial Rabies Quiz Bee, now evolved into One Health Quiz Bee, on its 7th year this coming World Rabies Day. The national agencies (Bureau of Animal Industry and the DARFOI) has time and again supported the PVO's activities on rabies. The national government also recognized the PVO for two years in a row since they started giving out recognition for exemplary works on rabies control.

On the average, the annual budget of the PVO for the past three years including the current year has gone up at PhP15M as against the less than PhP800 K annual budget from 1996 to 1998. The current budget is only the regular budget, and the PVO has allocations from the 20% Provincial Development Fund, from RA 7171, and from the DRRM Funds. Budget allocated for PVO under these sources in 2018 amounted to PhP 46.8M.

In 1999, a brand new service vehicle, a pick-up truck, was allotted to the PVO. In addition, the National FMD Task Force also provided the province a vehicle in that same year. These are still serviceable, but maintaining the pick-up truck has become costly. The BAI also handed down a used vehicle which is still functional and economical. For the current year, PhPIM is allotted for the purchase of a brand new multi-purpose vehicle.

The NFMDTF supported the Animal Quarantine Station in Badoc by providing materials for the construction of the building. The station was officially opened in March, 2003, services of which are embodied in the provincial revenue ordinance. Up to the present, the AQS has been institutionalized and primarily functions on disease prevention as well as contributor to the provincial income from the services rendered thereat. The PVO is contributing PhP3M annually in service fees rendered by the station.

On manpower, the PVO started with 32 permanent items after the transfer of the devolved livestock personnel from the PAO. Of these, then Gov. Fariñas dissolved three (3) items that are non-skilled. The current Governor approved the creation of two (2) veterinary positions in 2010, with some vacant non-technical and technical positions being folded up to finance the created veterinary positions and positions under the Tourism Office and the Communications and Media Office. The PVO staff also suffered from decrease in manpower due to retirement and the folding up. However, despite these, the PVO still copes implementing the various programs and activities and participate in one of the flagship projects of the Governor, the Capitol Express. Currently, the PVO has twenty-three (23) permanent positions, three (3) casual positions and one (1) on the job contract assignment.

#### **Guiding Principle**

Administrative actions by then Gov. Fariñas on employees especially Department Heads sowed fear among Capitol employees. Albeit suffering one of these actions, this did not stop the ProVet and the whole PVO in their determination to help the livestock sector of the province. It even became beneficial in the crafting of its guiding principle "With every step forward, think of the next two or three steps to take". The PVO is one of the forefront action men and women of the Capitol.

#### **PVO Passion and Action**

The passion of the ProVet to help the animal industry and control diseases at that time (FMD and currently, rabies) reverberated among the other members of the PVO. With limited vaccine supply, the PVO could only implement risk-based vaccination approach to eliminate rabies in canine rabies-positive areas. Through the years, there was a gradual increase in the number of samples being sent to the rabies laboratory due to the massive information drive conducted and a clearer picture of rabies in the dog population in Ilocos Norte slowly became uncovered. Anent to this, a Rabies Control Ordinance was passed in 1997, years before the RA 9482 was passed into law in 2007. Augmentation became a by-word at the PVO, and the municipalities gradually started allocating funds for the animal sector, rabies control included. Municipalities were also encouraged to come up with their respective ordinances, and in support to the tourism campaign for Ilocos Norte. The province also revisited previous laws for amendment aligning it with the national law.

In every animal disease emergency, the PVO is ready to do the investigation, conduct surveillance, implement control measures and advocate biosecurity among the animal raisers. Disease negative incidence monitoring patterned after the success of the FMD program is being done, with the help of other LGUs in the province, not only on FMD, but also on Avian Influenza and rabies. The PVO will soon include African Swine Fever negative incidence monitoring, even if there are no concrete guidelines yet from the national government.

On livestock livelihood, dispersal schemes were revisited and changed. For large animals, the cows are the ones being redispersed, contrary to the old DA-BAI scheme that repayments are the offsprings. The cow roll-over scheme has benefitted more. Dispersals are also done for swine, goat and chickens. Priority recipients are organized groups of farmers, women, or youth. The PVO has institutionalized a three-step validation of dispersal requests: tabletop validation, direct interview of proponent, and indirect evaluation of the organization/proponent. The results determine the favorable endorsement to the Governor.

The PVO is also an advocate of waste segregation, recycling and reuse. One of its facilities is producing localized bokashi using pig manure as substrate, the end-product having a total NPK content high at 9.0. The station uses the manure to develop and replenish the forage production area for the chicken project and to provide nutrient to the plants thereat.

Meat handlers also undergo training on proper meat handling, food safety, good hygiene and sanitary slaughter practices. Local meat inspectors are also recommended to undergo the Basic Meat Inspection Training Course for LGUs. To date, only one has not undergone training, though the LGU involved is strict in the implementation of meat inspection regulations passed by the national government. Technical support for slaughterhouse development and improvement of existing slaughterhouse are also extended to LGUs.

#### **PVO on Wheels**

The PVO basic service delivery to remote municipalities and barangays, the PVO on Wheels, was conceptualized way back in 1997 when LGUs have not yet given attention to the livestock sector. The ProVet took this opportunity to discuss with the local executives on the importance of protecting and providing production support to their livestock. As a result, the augmentation scheme was designed to encourage LGUs to provide allocations for the animals in their respective jurisdiction.

#### **PVO Veterinary Missions**

As an offshoot of the PVO on Wheels, veterinary missions are done to encourage raisers become more responsible to the welfare of their animals. Started in the year 2000, vet missions were done as a post-calamity support program. Nowadays, this has become a by-

word of livestock raisers that we have incorporated consultations and support provisions during the Capitol Express, the program of current Governor Imee Marcos that brings all service delivery offices (including the PVO) to the different LGUs.

#### **Pre- and Post-Calamity Support Program for Livestock Raisers**

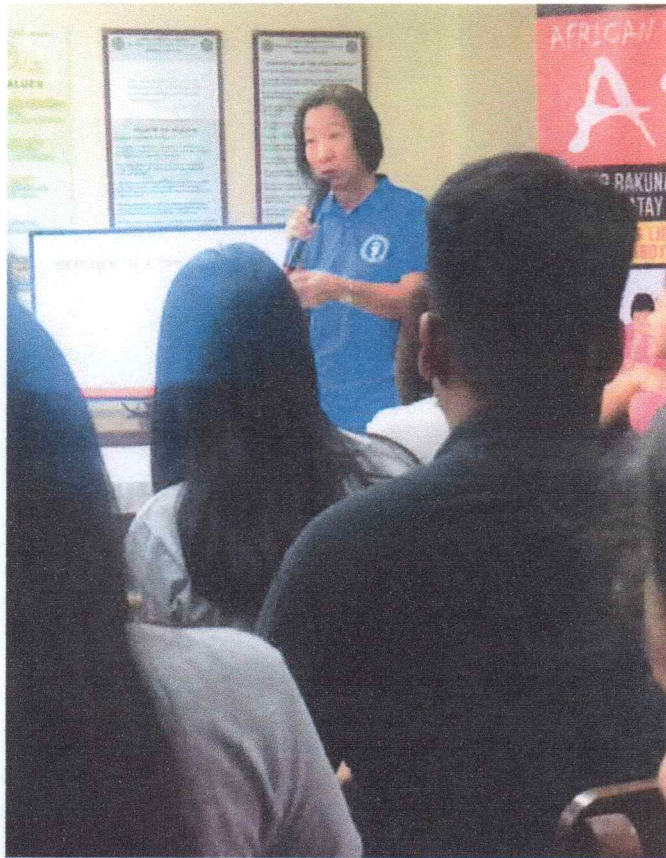
The province has already funds for the construction of animal shelters in calamity-prone areas. In the meantime, the PVO has identified, together with the different MAOs, temporary shelter facilities where animals can be evacuated during calamities. To support this, the PVO prepositions feeds and vitamin support for animals brought to the temporary shelters. Badly hit areas are provided veterinary missions right after every disaster.

#### **Manpower support to LGUs**

To support LGUs especially those belonging to 4th, 5th and 6th class municipalities, the PVO technical augments and provides support to the Livestock Coordinator needing such. This has been institutionalized, and schedules are made during the first quarterly meeting with the different LGUs.

#### **Support to the CapEx Program**

The PVO is one of the four offices directly involved as anchors in the Capitol Express (CapEX) of the Governor. Other offices with frontline functions coordinate with these four offices whoever is assigned as anchor on the available service delivery of their respective offices. Anchors for the CapEx are responsible for their team members, physical arrangements of the venue, system flow of service clients, coordination with the LGUs where the CapEx is scheduled.



*Aside from heading the Provincial Veterinary Office of Laguna, Dr. Mary Grace Bustamante is also busy sharing her knowledge and insights as one of the Philippine Veterinary Medical Association's resource speakers in its Campus Tour program.*

# Creation of the Office of the Provincial Veterinarian

## Province of Laguna

By Dr. Mary Grace Bustamante  
Provincial Veterinarian

Republic Act no. 7160 or the Local Government Code was approved by the 8th Congress on October 10, 1991. Included in this law is the position of a veterinarian (Article XIX section 489). At that time, in the province of Laguna, there were already several veterinarians under the Provincial Agriculture Office of the Department of Agriculture and the Field Agriculture Extension Office of the Provincial Government. Through the efforts of then PAO Leoncio D. Rebong Jr, DVM, Felisa Cruz, PhD (adviser/consultant of Gov.Luna), and Eugenia R. Magano (Provincial Human Resources Officer ) they were able to convince the governor of the importance of having a veterinarian in the Provincial Government.

Then Governor Restituto Luna created the Office of the Provincial Veterinarian through the Administrative Order no. 15 dated December 6, 1994. The administrative order also included the positions needed to support the Provincial Veterinarian, the transfer of personnel from the Office of the Provincial Agriculturist (Field Agricultural Extension Service-FAES) to the newly created Office of the Provincial Veterinarian(OPV) and the transfer of personnel from the Provincial Agriculture Office (now the OPV) to the FAES. The Administrative Order was forwarded to the Sanggunian Panlalawigan on January 6,1995. And on January 25, 1995, majority of the members of the Sanggunian Panlalawigan approved the ordinance, sponsored by then Board Member Benjamin C. Agarao, entitled "Paglikha sa tanggapan ng Panlalawigang beterinaryo, Santa Cruz, Laguna, alinsunod sa Republic Act no. 7160 na tinatawag na " Local Government Code of 1991" na binubuo ng mga posisyong magiging katulong sa pagganap ng mga gawain at tungkuling napapaloob dito at paglilipat ng ilang bakanteng posisyon sa tanggapan ng Panlalawigan Agrikultor (FAES)." Effective February 2, 1995 the transfer of personnel commenced.



In 1995, the new Office of the Provincial Veterinarian had a small number of personnel. The new office adopted the organizational structure of its previous office. There was only a total of 32 work bodies, with only 12 for the technical services of the office. Everybody helped in the implementation of the various veterinary services offered by the office. In 1996, because of the Foot and Mouth Disease outbreak there was a need to implement the mass vaccination of FMD susceptible animals, particularly pigs. Through the Department of Agriculture Regional Field Unit 4, vaccinators were hired to assist in the program. In 1997, additional personnel were hired. Some of those hired were the vaccinators used in the FMD mass vaccination program. Through the years, there were additions to the office, transferees from municipal governments, volunteers who were eventually hired, and political accommodations. Currently, the office has three (3) divisions namely: Administrative, Operations (Animal Protection and Animal Production), and Research, Monitoring, and Marketing Assistance. Like any other government agency or office, the current number of personnel is not always enough. The hiring of new personnel is still a work in progress. There is a possibility of a reorganization in future. But until then, everyone in the office are mobilized to implement the growing number of services offered by OPV-Laguna.

The budgetary requirements of the office have always been not sufficient for the programs that need to be implemented. But the office has had partners such as Municipal and City governments, National agencies (DA, ATI, NMIS, BAI), foreign agencies (KOICA, AUSAID, GTZ), civic organizations (Rotary Club) and others to be able to implement its programs.

Despite the challenges that were faced in the past years and will be faced in the coming years, the personnel of the Office of the Provincial Veterinarian-Laguna will continue to implement livestock and poultry programs and projects beneficial to the Lagunenyos, make Laguna a disease free province, and make sure that its livestock and poultry products (meat, dairy products, eggs, etc.) is safe and of good quality.



*For her contributions to the community, Dr. Mary Rose Vincoy received the prestigious Presidential Dangal ng Bayan Award last 2018, in an awarding ceremony with President Rodrigo Duterte in Malacanang. Screenshot from Radio - TV Malacanang (RTVM)*

# Provincial Veterinary Office, Province of Cebu

By Dr. Mary Rose Vincoy  
Provincial Veterinarian

## Date office was established

A Provincial Veterinarian's mandatory position (Provincial Ordinance No. 92-10) was established under Governor Vicente dela Serna's administration in August 31, 1992. Under Governor Pablo Garcia, however, the establishment of an office and the creation of positions took place in 1995. In January 1996, it was operational (Provincial Ordinance No. 95-41).

## Staffing and how it grew

The veterinary division is attached to the Provincial Agriculture Office before the local government code (RA 7160). It was said that the staff were made to choose whether to join the PVO or stay at the PAO at that time. Those who chose PVO included the original staff, a mix of veterinarians, graduates in agriculture, engineering and non-technical staff. When PVO was created, there were only 5 permanent positions: Provincial Government Department Head (Provincial Veterinarian), Veterinarian IV, two Veterinarian III and Supervising Agriculturist. Personnel grew due to new laws created that need to be implemented, new facilities established, addressing political agenda (special projects) and the need of technical personnel especially veterinarians to curb animal diseases. When job outsourcing was introduced by the previous governor, veterinary and non-technical positions were lobbied and defended to the provincial insourcing and outsourcing committees, with same salary rates with permanent positions but with no continuity of tenure. Depending on performance, they were recommended for plantilla position - most of them hold permanent status today. At present, the PVO has 54 permanent plantilla positions. From 3 veterinarians in the late 1990s, it now has 20 veterinarians. The demand to create the Provincial Meat Inspection Ordinance, requires staffing that will increase to 74.

### **Budget and how it grew**

As a political unit and a corporate body at the same time, the office' budget is based on the Comprehensive Development Plan and the 10-year Provincial Development and Physical Framework Plan. Budgeting process in the PVO is participated by ALL personnel, not just the division chiefs and section heads. When implementation comes, they are regularly informed of the budget utilization rate. Government mandates that budget must be utilized at least 80 percent by end of October.

Aside from the office' funds, it utilized other funds like the Development Funds, Disaster Funds, Trust Funds, Special Funds (e.g. DOE) and fund support from Department of Agriculture and allied agencies.

### **Organizational structure and how it evolved**

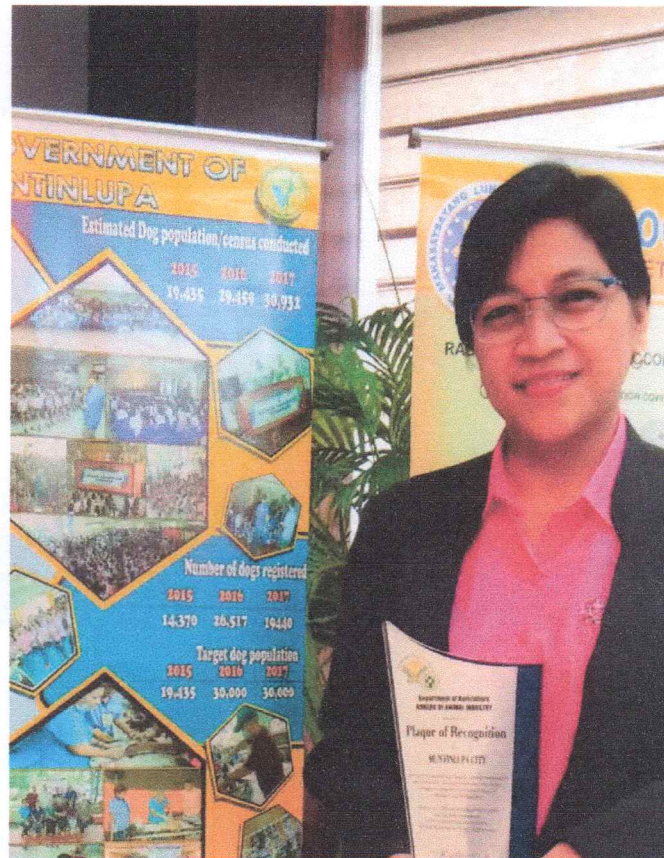
Since its inception, the organizational structure has 4 technical divisions, namely: Animal Health, Veterinary Public Health, Animal Production and Research, Training and Laboratory. Eventually these evolved into 5 technical divisions retaining the first three divisions and adding Provincial Meat Inspection Service, and Facilities and Special Project Service. Divisions, sections and units, were added due to new laws, establishment of new facility and implementation of a special project.

### Functions, activities

Functions of PVO were based on Local Government Code (RA 7160). Activities were integrated in the Annual Investment Plan, Annual Procurement Plan, Disaster Plan and if there are infrastructure development, it should be in harmony with the Comprehensive Land Use Plan (CLUP). Its functions and activities are divided into 3 key result areas: 1.) Animal health, welfare and regulations, 2.) Public health and food safety, and 3.) Animal production and livestock development. It has joint activities with other the provincial government offices, like the livelihood projects, fishery enforcement, public health investigations, environmental conservation and enforcement, cooperative development, social welfare activities, engineering planning and structural design and disaster response.

### Insights on challenges and how you resolved them

Changing political landscape – the term limit and numerous elections in the LGU results to non-continuity of good projects. The challenge is to incorporate those programs to the regular programs. Bureaucracy – The different protocols and procedures challenges you in implementing the programs. Budget appropriation is also a challenge as you are competing other offices. Hiring and recruitment – Hiring veterinarians is a challenge at first because of the limited number of veterinarians who is willing to work in the government. Recruitment of technical personnel in line with the veterinary profession.



*Starting as a consultant for the City of Muntinlupa in 2002, Dr. Pamela V. Hernandez eventually helmed her city's Veterinary Office after leading a successful anti-rabies campaign, among other initiatives. Photo from Dr. Hernandez's Facebook*

# Office of the City Veterinarian of Muntinlupa City

By Dr. Pamela V. Hernandez  
City Veterinarian

The Office of the City Veterinarian of Muntinlupa City was established thru RA 7160 Local Government Code of 1991 and RA7926 City Charter of Muntinlupa. The Office of the City Veterinarian was among the mandatory offices created when we were granted cityhood in 1995.

From 1995 to 2002 the office was not filled with personnel. It was only in Feb 2002 when I was hired as a consultant by then Vice Mayor Jojay Alcaraz to handle the project on rabies elimination. The activities were mainly concerned on anti-rabies vaccination of dogs and cats and information drives. I was working with the staff of the Department of Agriculture and office of the Vice Mayor when we launched the project. That year, we were able to vaccinate more than 22,000 dogs and cats. The project continued to date and it became an annual program of our office. We were able to decrease our rabies cases the following year.

In 2003, I was appointed OIC of the Office of the City Veterinarian and assigned 5 casual staff to work for the office. Rabies elimination is our main concern then, since our city is among those with high cases of animal rabies.

Every year, our staff increased with the additional coming from the Vice Mayor's Office. The initial budget was less than fifty thousand pesos when we came and it increased when we were appointed in the office and requested for additional. In 2005, our animal impounding was established with the purchase of an impounding truck and provision of an impounding area at Pacwood, Tunasan. Our constituents appreciated what we are doing in the community by eliminating stray dogs thru impounding and our annual anti-rabies vaccination and registration. The positive response reached our Mayor Jaime R. Fresnedi and from then on, he supported us in all our projects.

In the same year an ordinance was passed, City Ordinance 05-025 (amending City Ordinance 93-34) requiring all dog owners to register and vaccinate their dogs against rabies. Our staff during this time continue to increase but still not enough with the NMIS also pressing its demand.

In the year 2010, a new ordinance was passed City Ordinance 10-118 the Muntinlupa City Veterinary Code which adapts national laws (RA 9296, RA 8485 and RA 9482) covered by our mandate to implement. This became our basis for all of our implementations and regulations in the city.



As the years passed, in 2017, our Veterinary Code was amended to include provisions that were missed, increase fees and other necessary amendments that need to be done. Now our basis for implementation is city ordinance 17-080. With limited staff, we are able to multitask to be able to perform our duties.

Our office now has four divisions, Admin Div., Animal Health, Welfare and Registry Div., City Meat Inspection Service Div. and Veterinary Epidemiology Division. Slowly our staff increased, our current staff now is 30 personnel, with 7 Admin., 10 Animal Health, 10 Meat Inspectors and 3 licensed Veterinarians. Our current budget is more than 11M, with more than 9M for personnel services(PS) and our working budget for maintenance and operating expenses and capital outlay is just more than 2M.

The following are our regular services: anti-rabies vaccination and registration, animal impounding and voluntary surrender, confiscation of wild animals, free consultation for pets, issuance of Veterinary Health Certificate and Veterinary Clearance, meat inspection, issuance of butcher's, operator, trader and meat handler's license, and monitoring of all meat establishments.

Some of the activities that we do regularly are Dog Walk and Fun Run, Pet Shows, Puppet Shows, Poster Making Contest, Mural Painting Contest, Spay and Castration in every barangay and just recently we have our microchipping for pets.

A special project of the Global Alliance for Rabies Control(GARC) the Community Based Rabies Surveillance (CBRS) system is currently being conducted in our city this year. We are chosen as the pilot area for this project which aims to establish a surveillance and monitoring system for rabies control.

The road to where we are now is not at all easy. The challenge is how to properly implement with the support of the local chief executive(LCE) the programs, projects and the changing LCE every 3 years. We should remember that we are technical people and show our new LCE that we are here for service. Loyalty is good, but we are hired to serve our constituents. We can show our loyalty in many ways but we should also be careful on how we do it.

I am fortunate that thru my 17 years in service I have only served 2 chief executives. I am honored to serve under the leadership of Mayor Jaime R. Fresnedi (completed his first 3 terms 1998-2007 and returning 2013-present) to whom I have learned a lot with his macro management style. He gave us the freedom to manage and do what we think is right and beneficial for our constituents. It is up to us Department Heads to act, coordinate and work with other agencies, NGOs and NGAs. It lies within us what we want to happen for our own offices. He is an output oriented LCE, as long as he sees the projects are cost efficient and for the good of our constituents the support is always there.

For my Mayor, charging a minimal fee is reasonable even just to return what the government has spent for the materials used in the services so we can provide more services needed. 2018 has been a very fruitful year for us. The Muntinlupa City Animal pound was inaugurated. Being a state of the art facility complying with the AO on guidelines for animal pounds, many LGUs have benchmarked on us. We want the facility to be a place not only for impounded animals but a haven to rehabilitate animals so we can find a forever home for them. We are now in the process of purchasing our crematory machine that will later be provided as service for our constituents aside from its use for our impounded animals for disposal needs.

We have also established our Muntinlupa City K9 Search and Rescue (K9 SAR) with the support of the MMDA K9 CORPS. We currently have 21 volunteers. I have already proposed for the creation of the Muntinlupa K9 Unit which will include the Bomb Squad aside from the K9 SAR.

Our City Meat Inspection Service has already been established. We have been licensing all meat handlers, operators, butchers and traders in the city since 2010. All meat establishments are being monitored.

Each LGU have their own unique conditions and needs. It is up to the Veterinary Department head to act what he wants for his office to accomplish. It all starts with a vision, then plan what you have to do to attain the vision and then execute the plan to achieve success.

We have to show our LCE what we are capable to do. We should not wait for orders. Take all the opportunities we have to do what we can at every moment given to us. We can only pass this road once, so we must do our best.



*Dr. Mam P. Ajero's achievements were recognized when she was awarded as Outstanding Municipal Veterinarian by the Provincial, City, and Municipal Veterinarians League of the Philippines in 2017. Photo from Dr. Ajero's Facebook*

# Municipal Veterinary Office of Daet, Camarines Norte

By Dr. Mam P. Ajero  
Municipal Veterinarian

## Date the Office was Established

In 1997, there was an urgent need to improve the Meat Inspection System of LGU- Daet which was under the Municipal Administrator Office. To address the skill needed, the Veterinarian I position was created in the Plantilla Position of the Slaughterhouse Department. In 2001, recognizing the need to address further the sporadic incidence of animal diseases in the locality, the Municipal Veterinarian Position was created with mandated functions as provided by RA 7160 which was no longer under the Municipal Administrator with broadened functions not only confined in Meat Inspection and Slaughterhouse Operation.

By virtue of Executive Order No. 34-2007 on November 12, 2007 " An Order Renaming the Slaughterhouse Department as the Municipal Veterinary Office, Creating the Municipal Meat Inspection Service and Reorganizing the Daet Meat Safety Task Force ", the Veterinary Office was renamed as the Municipal Veterinary Office in the LGU Annual Budget and Annual Investment Program under Economic Services and functioned in a gradual expanding manner. It is independent from the Municipal Agriculturist Office. To date, an Ordinance is yet to be passed to transfer the Department from the Special Account to the General Fund of the LGU which is subject to PS limitations.

## Staffing and How it Grew

The Municipal Veterinary Office of Daet since 2007 is directly under the Municipal Mayor with the Municipal Veterinarian – Municipal Government Department Head I as Head of Office, One (1) Veterinarian I, (1) Livestock Inspector, two (2) Meat Inspectors, One (1) Construction and Maintenance Man, and seven (7) Utility Men ( Administrative Aide I ). Total Plantilla positions = 13. Some of the Permanent personnel at times were detailed in other offices but were augmented/replaced by contractual and/or job order employees. The Magna Carta for Health Workers was approved and is granted to entitled personnel .

## Budget and How it Grew

The budget was a carry-over from the original budget of the Slaughterhouse Department which was mainly on Personal Services and Regular MOOE on Repair and Maintenance of Government Facility , Basic Utilities and Supplies ( biosecurity paraphernalia and disinfectants).

Since the Department Head/Municipal Veterinarian functioned in 2001, a Development Plan with a Mission and Vision for the Veterinary Office was crafted and presented for inclusion in the Comprehensive Development Plan /Local Development Investment Program and in the Annual Investment Program which gradually materialized until such time that the budget allocation for the Office were of the same items as the other regular LGU offices on Personal Services, MOOE and Capital Outlay.

The Plans and Proposals were presented to the Chief Executive and to the Sangguniang Bayan, passed through the Committee in Market and Abattoir and the Committee in Agriculture and finally approved by the Committee on Appropriation and the Finance Committee upon presentation of the needed project proposals.

#### **Organizational structure and how it evolved**

Initially it functions as the Slaughterhouse Department only : Operation of facility and Meat inspection. In the Development Plan, RA 7160 functions were gradually infused in the functional structure of the Office since the expertise of the existing personnel other than the Veterinarians were not veterinary in nature. Personnel were sent out on training at the expense of the LGU such as the Meat Inspection Course, Environmental Protection, Animal Husbandry and Practices, Dog Handling and Rabies Control and related knowledge.

The Functional Structure of the office emanates from the Local Chief Executive to the Municipal Veterinarian as Department Head to three (3) sections namely: Animal Health Services Headed by the Vet I, Public Health Services ( Livestock and Meat Inspectors) and the Economic Enterprise Operation ( Maintenance and Utility Men). Administrative works is also under the Municipal Vet.

#### **Functions and Activities:**

The functions were derived from RA 7160. There were limitations though Various local ordinances, applicable laws and issuances were gathered , revised and updated as needed, active networking with other LGUs, sister cities and the National Agencies was done to streamline functions since there was no available template to refer to. These regular functions were further expounded in the crafted MFOs with the corresponding Performance/Output Indicators in the Functional Statement of the Office.

To date, there are seven identified regular functions namely : Veterinary Public Health Program: ( includes activities such as Training and Seminar on Consumer Welfare, Animal Welfare, Holding of Owner and Pet activities, Dog Shows, etc.); Stray Animal Control/ Dog Pound Operation , Animal Health Protection Services ( vaccination of pets and other domestic animals, treatment, spaying and neutering and other on field activities); Meat

Inspection; Public Utility/Economic Enterprise Operation; Public Assistance , Technical Services and IEC and Data Banking , Reporting and Evaluation. We foresee additional functions to be infused later as the capability of staff and the provision of requested budget and equipment materializes.

#### Insights on Challenges and How were they resolved

1. Creation of the Office : First there is a need and it is provided by Law. Adequate representation to Local Officials is needed with a properly written Proposal with documentary attachments. To make matters easier, a draft should always be presented ( ordinance, orders, memoranda ) and secure the approval and back up of the Local Chief Executive.
2. Resistance to Change : Clientele stick to the traditional ways, resist change and defy laws. Some local officials do not cooperate. Determination to implement in a just manner is needed. Make a compilation of Ordinances, Laws , Issuances and Memoranda as a quick reference and guide for a professional performance and output.
3. Resource Sourcing. Being in active network with other local offices, national agencies, other LGUs and entities for external sourcing to augment local sources and allocation. Cooperation is also further enjoined.
4. Legal matters. Being equipped and prepared for any legal battle. Acquire further studies, trainings and post graduate knowledge to hone the craft. Always seek Divine intervention.

## Annex 2

# Relevant BAI Legal Instruments

### ADMINISTRATIVE ORDERS

<https://bai.gov.ph/index.php/laws-issuances/administrative-order>

AO35, S-1975 - Rules and Regulations Governing the Manufacture, Importation, Labeling, Advertising, Distribution and Sale of Livestock and Poultry Feeds and Feeding Stuffs

AO40, S-1976 - Rules and Regulations Governing Quality Standards of Commercial Feed Ingredients

AO35-3, S-1977 - Amending Certain Provisions of Animal Industry AO35 dated September 23, 1975 Entitled "Rules and Regulations Governing the Manufacture, Importation, Labeling, Advertising, Distribution and Sale of Livestock and Poultry Feeds and Feed

AO35-2, S-1977 - Amending certain provisions of Animal Industry Animal Industry Administrative Order No.35 dated September 23, 1975, otherwise known as the Livestock and Poultry Feeds Regulations, by inserting a new section to be known as section 10-a to said order (Re: Inspection of results of chemical analysis by the Director of Animal Industry or his authorized representative

DA-AO138 / DOH-AO100, S-1990 - Regulations for the Licencing of Veterinary Drug and Product Establishment and Outlets

DA-AO60 / DOH-AO91, S-1990 - Declaring a Ban on the Use of Chloramphenicol in Food Producing Animals

DA-AO41 / DOH-AOIII-D, S-1990 - Guidelines on Advertisement and Promotions of Veterinary Drugs and Products

DA-AO40 / DOH-AOIII-C, S-1990 - Rules and Regulations on Dispensing of Veterinary Drugs and Products

AO95, S-1990 - Hiring of Veterinarians as Consultants of Commercial Feed Manufacturers Producing Medicated Feeds

DA-AO38 / DOH-AOIII-B, S-1991 - Transitional Remedial Labelling in Compliance with R.A. 6675

DA-AO39 / DOH-AOIII-B, S-1991 - Rules and Regulations to Implement Prescribing Requirements for the Veterinary Drugs and Products

DA-AO33 / DOH-AOIII-A, S-1991 - Rules and Regulations on Registration of Veterinary Drugs and Products

DA-AOII / DOH-AO105, S-1991 - Requirement for Labelling Materials of Veterinary Drugs and Products

AO25, S-1991 - Registration and Licensing of Veterinary Drug and Product Premises and Water Solubles and the Corresponding Manufacturers, Importers, Suppliers, Distributors and Retailers of said Products with the Animal Feeds Standard

AO43, S-1999 - Rules and Regulations on Animal Air Transport

AO40, S-1999 - Rules and Regulations on the Conduct of Scientific Procedures Using Animals

AO2I, S-1999 - Code of Conduct in the: A) Euthanasia for Pets/ Companion Animals and B) Slaughter of Animals for Food

AO54, S-2000 - Code of Standards for Veterinary Clinics and Hospitals for Small Companion Animals

AO4I, - S-2000 - Code of Practice and Minimum Standards for the Welfare of Pigs

AO32, S-2000 - Implementing Rules and Regulations on Dog Shows

Joint AO2, S-2000 - Declaring a Ban/Phase-Out of the Use of Nitrofurans in Food - Producing Animals

AO4-A, S-2000 - Banning and Withdrawal of Olaquinox and Carbadox from the Market

AO7, S-2001 - Code of Practice for Poultry Dressing

AO15, S-2001 - Rules and Regulations Governing the Welfare of Horses in Breeding Farms, Stables, Race Tracks, Training Centers, Riding Schools, Polo Clubs and Other Similar Facilities

AO2, S-2002 - Rules and Regulations on the Transport of Animals by Sea

DA-AO12, S-2002 - Code of Practice and Minimum Standards for the Welfare of Chickens



AO25, S-2003 - Revision of Schedule of Fees for Diagnostic Services Rendered by the Philippine Animal Health Center, Bureau of Animal Industry

AO21, S-2003 - Rules and Regulations on Pet Shops

AO14, S-2003 - Ban on the use in Food Animals of Beta-Agonist Drugs used in Human as Bronchodilators and Tocolytic Agents

AO27, S-2004 - Accreditation of Government and Non-Government Veterinary Diagnostic Laboratories

AO24, S-2004 - Mandatory Identification and Registry of Dogs and Cats Imported Into and Exported from the Philippines

AO14, S-2004 - Rules and Regulations on Kennels

DA AO No 10, S-2005 - Rules and Regulations Governing the Apprehension and Prosecution of Persons Transporting and/or Trading Dogs and Cats.

DA AO No.16 S2006 - Pre-border measures for the export of Meat and Meat Products to the Philippines

AO19, S-2006 - Rules and Regulations on the Transport of Live Animals by Land

DA AO No 25, S-2007 - Rules and Regulation in the Implementation of Section 6 (1) of R.A. 8485 Regarding the Use of Animals during Rutuals of an Established Religion or Sect, or by Tribal or Ethnic Custom of Indigenous Cultural Communities

AO12, S-2007 - Revised Implementing Rules and Regulations on the Registration of Feed Establishments and Feed Products

AO1, S-2007 - Table of Nutrient Standards 2007

DA AO No 18, S-2008 - Rules and Regulations on Humane Handling in the Slaughter of Animals for Food

AO6, S-2008 - Accreditation of Foreign Rendering Plants Exporting Processed Animal Proteins to the Philippines

AO32, S-2008 - Amendments to the Administrative Order No. 01, Series of 2008 RE: Revised Nutrient Standards for Animal Feeds

AOI, S-2008 - Revised Nutrients Standards for Animal Feeds

DA-AO No.08 S2009 - Rules and Regulations Governing the Importation of Agricultural and Fish and Fishery/Aquatic Products, Fertilizers, Pesticides and Other Agricultural Chemical, Veterinary Drugs and Biological Products into the Philippines

DA-AO No.09 S2010 - Department of Agriculture Administrative Order No.08, Series of 2009, as amended

DA AO No 9 S2011 - Amendments to Section 6.2.A.A and Section 7 of DA Administrative Order No. 13, Series of 2010 on the Revised Rules and Regulations on the Euthanasia of Animals

DA AO No. 13 S2012 - Guidelines on the Transport/ Shipment of Hogs, Cattle, Carabaos, Sheep and Goats, and Other Cloven-footed Animals, their Meat and Meat Products and By-products in and between Luzon, Visayas and Mindanao

DA AO No 6 S2013 - Implementing Rules and Regulations (IRR) on Rodeos

DA AO No.09 S2013 - Supplemental Guideline to DA-AO No.26 Series of 2005, Section III: Accreditation Procedure for Meat Importers

Joint DOH and DA AO No. 2013-0026 - Rules on the Regulations of Veterinary Drugs and Products, Veterinary Biological Products, and Veterinary Drug Establishments

DA AO NO. 03 S. 2013 - Importation Diplomatic Missions

DA AO No. II, S-2015 - List of Countries and Foreign Meat Establishments (FME) Accredited to Export Meat and Meat Products into the Philippines

DA AO No.05 S2019 - Guidelines on the Local Transport/ Shipment of Animals, Animal Products and By-Products

**ADMINISTRATIVE CIRCULAR**

<https://bai.gov.ph/index.php/laws-issuances/administrative-circular>

AC01, S-2016 - National Plan of Action to eliminate the Trade of Dogs for Meat campaign and enforcement of Laws in The Philippines

AC05, S-2015 - Policies and Guidelines in the Establishment and Maintenance of Animal Shelters

AC04, S-2015 - Rules and Regulations on Registration of Animal Control Facility, Aviary, Cattery, Cattle Farm, Corral, Crocodile Farm, Game Fowl Farm, Goat Farm, Grooming Facility, Hog Farm, Kennel, Laboratory Animal Facility, Monkey Farm, Ostrich, Pet Shop, Poultry Farm, Pound, Racetrack And Equestrian Establishment, Shelter, Slaughterhouse, Stock Farm, Stockyard, Stud Farm, Veterinary Clinic, Veterinary Hospital, Wildlife Rescue Center and Zoo Including Circus/Carnival Animal Show and other Related Animal Facilities

AC03, S-2015 - Policies and guidelines in the establishment and maintenance of animal pounds

AC14, S-2015 - Laboratory Diagnostic Fee Exemption for Porcine Epidemic Diarrhea (PED) at the Veterinary Laboratory Division - Animal Disease Diagnosis and Reference Laboratory (VLD-ADDRL) of the BAI

DA AC No.03 S2013 - Procedures on the Importation of Agricultural and Fisheries Products by the Diplomatic Missions based in the Philippines

**MEMORANDUM CIRCULAR**

<https://bai.gov.ph/index.php/laws-issuances/memorandum-circular>

BAI MC 43 Clarificatory Guidelines Re Documentary Requirements in the Application for SPSIC for Pets

Memorandum Circular No. 36 (Implementing rules of DA Memorandum Order No. 30 s. 2019 Supplementary Guideline for Uncooked Processed Meat and meat Products)

Memorandum Circular No. 35 (Requirements for Issuance fo Shipping Permit for Local movement of Gamefowls during the International Gamefowl Festival and Pigeon Pavilion on January 10 to 12, 2020)

Memorandum Circular No. 34 (Allotment of Veterinary Quarantine Station (VQS) Work Area in all Ports Under the Philippine Ports Authority (PPA))

Memorandum Circular No. 33 (Revoking BAI Memorandum Circular No. 31 Collecting of Imported Pork Meat samples for ASF testing)

Memorandum Circular No. 32 (Requirements for Issuance of Shipping Permit for Local Movement of Gamefowls during the World Gamefowl Expo 2020 on January 17 to 19, 2020)

Memorandum Circular No. 31 (Collection of Imported Pork Meat Samples for ASF Testing)

Memorandum Circular No. 30 (Amendment of the Guidelines for the Conduct of Local Studies Field Trials on Veterinary Biological Products)

Memorandum Circular No. 29 (Subsidized Laboratory Fees to Live Animal Importers providing ADDRL)

Memorandum Circular No. 28 (Renewal of License-To-Operate and Certificate of Feed Product Registration for Calendar)

Memorandum Circular No. 27 (Reiteration on the Requirements in the Application for Sanitary Phytosanitary Import Clearance)

Memorandum Circular No. 26 (Amending Memorandum Circular No. 21 Series of 2019)

Memorandum Circular No. 25 (Utilization of ISO Registered Regulatory forms of the AHWD for Farm Accreditation of Poultry, Gamefowl, Duck, Quail, Aviary, Pigeon, and Poultry Hatchery)

Memorandum Circular No. 24 (Branding of Imported Horses)

Memorandum Circular No. 23 (Notification on the Renewal of Registration of Animal Facilities with the BAI in compliance with the Animal Welfare Act)

Memorandum Circular No. 22 (Mandatory Submission of Research Status Report Upon Completion)

Memorandum Circular No. 21 (Application for the uploading of the List of Importables)

Memorandum Circular No. 20 (Requirements for Issuance of Shipping Permit for Local Movement of Gamefowls During the Philippine Poultry Show and Fiesta 2019 on August 23-25, 2019)

DA MC No.16 S2017 - Additional Guidelines on the Importation of Genetic Materials such as but not limited to Semen, Hatching Eggs and Embryo

**PRESIDENTIAL DECREE**

<https://bai.gov.ph/index.php/laws-issuances/presidential-decree>

Presidential Decree No. 7 - Prescribing the Orderly Marketing of Livestock and Animal Products and New Regulations on Animal Feeds

**PROCLAMATION**

<https://bai.gov.ph/index.php/laws-issuances/proclamation>

Proclamation No. 715 - Declaring the First Week of October of Each Year as "Animal Welfare Week"

**REPUBLIC ACT**

<https://bai.gov.ph/index.php/laws-issuances/republic-act>

Republic Act 10631 - An act amending certain sections of the Republic Act No 8485, otherwise known as "The Animal Welfare Act of 1998"

Republic No. 8485 - An Act to Promote Animal Welfare in the Philippines, Otherwise Known as "The Animal Welfare Act of 1998"

Republic Act. No. 1071 - An Act to Regulate the Sale of Veterinary Biologics and Medicinal Preparation

Republic Act. No. 1556 (As Amended by S.B. No. 627) - An Act to Regulate and Control the Manufacture, Importation, Labeling, Advertising, and Sale of Livestock and Poultry Feeds and Providing Funds Therefore

**SENATE**

<https://bai.gov.ph/index.php/laws-issuances/senate>

Senate S.No. 627 - An Act to Amend the Title and Certain Sections of Republic Act No.1556 Otherwise known as the Livestock and Poultry Feeds Act., and Provide Funds Therefore

### Annex 3

## Relevant NMIS Legal Instruments

<https://nmis.gov.ph/index.php/laws-and-policies>

REPUBLIC ACT	TITLE/SUBJECT
Republic Act 10661	An Act to Strengthen the Food Safety Regulatory System in the Country to Protect Consumer Health and Facilitate Market Access of Local Foods and Food Products, and for other Purposes
Republic Act 10536	An Act Amending Republic Act No. 9296. Otherwise known as "The Meat Inspection Code of the Philippines"
Republic Act 9296	An Act Amending Republic Act No. 9296. Otherwise known as "The Meat Inspection Code of the Philippines"
Joint DA-DOH Administrative Order No. 2015-0007 series of 2015	The Implementing Rules and Regulations of Republic Act No. 10611, "An Act to Strengthen the Food Safety Regulatory System in the Country to Protect Consumer Health and Facilitate Market Access of Local Foods and Food Products, and for other Purposes" Otherwise Known as the "Food Safety Act of 2013."

<https://nmis.gov.ph/index.php/laws-and-policies/republic-act>

EXECUTIVE ORDER	TITLE/SUBJECT
Executive Order 875	Authorizing the food terminal incorporated to intervene in the stabilization of the supply and price of pork
Executive Order 137	Providing for the implementing rules and regulations governing the devolution of certain powers and functions of The National Meat Inspection Commission to the Local Government Units
Executive Order 292	Administrative Code of 1987
Executive Order 116	Renaming the ministry of agriculture and food as ministry of agriculture, reorganizing its units, integrating all offices and agencies whose functions relative to agriculture and fishery into the ministry and for other purposes

<https://nmis.gov.ph/index.php/laws-and-policies/executive-order>

DA ADMINISTRATIVE ORDER	TITLE/SUBJECT
NMIC Administrative Order No.6 Series of 1975	Rules and Regulations Governing Meat Inspection in the Philippines, Amending Animal Industry Administrative Order No. 9, Series of 1954
Administrative Order No. 9 Series of 1993	Rules and Regulations Implementing R.A. 7394. The Consumer Act of the Philippines
NMIC Administrative Order No.13 Series of 1993	Revision of Schedule of Fees and Charges for Services Rendered by the National Meat Inspection Commission
DA AO No.19 S1993	Rules Governing the Importations of Meat and Meat Products in India
DA AO No.10 S1994	Guidelines on the NMIC - LGU Meat Inspection Working Arrangement Adopted Pursuant to Section 3(a) (1) of Executive Order # 137
DA AO No.15 S1996	Revised Rules and Regulation on the Control and Eradication of Foot and Mouth Disease (FMD)
DA AO No.01 S1996	Importation of Fresh Frozen Buffalo Meat from India
DA AO No.21 S1999	Code of Conduct in the: A) Euthanasia for Pets/Companion animals and: B)Slaughter of Animals for Food
DA AO No.56 S2000	Amendment to Administrative Order 39 Series 2000 Providing the Guidelines on the Importation of Meat and Meat Products
DA AO No.16 S2000	Rules, Regulations, guidelines, Standards, and Procedures on the Importation of Meat and Meat Products into the Philippines
DA AO No.06 S2000	Revision of Schedule of Fees and Charges for Services Rendered by the National Meat Inspection Commission
DA AO No.05 S2000	Rules and Regulations to Maintain Mindanao as FMD-Free Zone

DA ADMINISTRATIVE ORDER	TITLE/SUBJECT
DA AO No.25 S2001	Issuance of a Safety Compliance Certificate for, and a Chain of Custody Certification Checklist on, Import of Meat and Meat Products for Food as Requirement for Exports to the Philippines
AO No.32 S2002	Foot and Mouth Disease Control and Eradication Measures in Slaughterhouses
DA AO No.31 S2002	Supplemental Guidelines on the Importation and Utilization of Buffalo Meat from India
DA AO No.20 S2002	Omnibus Amendments to A.O. No.5 Series of 2002
AO No.05 S2002	Revised Rules and Regulations on the Control and Eradication of Foot and Mouth Disease
AO No.28 S2003	Guidelines on the Movement and Slaughter of Swine and other FMD susceptible Food Animals
AO No.27 S2003	Implementation of the Eradication Phase of the National Program to Control and Eradicate Foot and Mouth Disease in the Philippines
DA AO No.23 S2003	Amendment to Administrative Order No.6 series of 2000
DA AO No.09 S2003	Mandatory Application of Hazard Analysis Critical Control Point (HACCP) Program in all NMIC Accredited "AAA" Meat Establishments
DA AO No.30 S2004	Supplemental Guidelines on Importation of Buffalo Meat from India Thru a Consolidator, in Pursuant to Administrative Order No. 31, Series of 2002
DA AO No.22 S2004	Adopting the "No Inspector, No Slaughter" Policy in Meat Establishments and Prescribing an Overtime Compensation System for Meat Plant Officers
DA AO No.21 S2004	Mandatory Application of Good Manufacturing Practices (GMP) in All NMIC Accredited "AA" Meat Establishments
DA AO No.20 S2004	Guidelines on Contract Processing



DA ADMINISTRATIVE ORDER	TITLE/SUBJECT
DA AO No.10 S2004	Guidelines in the Importation of Pork by Qualified Importers/Minimum Access Volume (MAV) Holders - Eligible Under the Swine Meat Importation Program of the Department of Agriculture
NMIC MC No.02-2005-2	Implementing Guidelines for the Mandatory Application of Good Manufacturing Practices (GMP) and Sanitation Standard Operating Procedures (SSOP) Programs in the Whole Production, Processing, Storage and Distribution in all NMIC "AA" Accredited Meat Establishments (M.E)
DA AO No.36 S2005	Declaration of Regions I, Cordillera Administrative Region (CAR) except Benguet and the Province of Aurora as Foot and Mouth Disease (FMD) Free Zone with Vaccination
DA AO No.35 S2005	Regulating the Movement of FMD-Susceptible Animals, Meat, Meat Products and its By-Products Entering Regions I and CAR
DA AO No.28 S2005	Implementing Rules and Regulations Pursuant to Republic Act No. 9296 Otherwise known as "The Meat Inspection Code of the Philippines"
DA AO No.26 S2005	Revised Rules, Regulations, and Standards Governing the Importation of Meat and Meat Products into the Philippines
DA AO No.16 S2005	Rules Governing the Importation of Live Cattle from Brazil
DA AO No.15 S2005	Accreditation of Meat Plants in India as Exporter of Frozen Buffalo Meat to the Philippines
DA AO No.17 S2007	Revised Guidelines and Procedures in the Effective Implementation of a Comprehensive Swine Farm Inspection System (FIS)
DA AO No.15 S2007	Revised Schedule of Fees and Charges for Services Rendered by National Meat Inspection Service Relative to the Accreditation of Foreign Meat Establishments Including Meat Importers, Traders, and Brokers or Handlers of Imported Meat and Meat Products

DA ADMINISTRATIVE ORDER	TITLE/SUBJECT
DA AO No.01 S2007	Accreditation, Registration and Licensing of Meat Importers, Brokers, Exporters, Traders or Handlers
DA AO No.27 S2008	Accreditation of Arbor Acres Taiwan Co., Ltd in Taiwan, Republic of China to Export Day Old Chicks to the Philippines
DA AO No.20 S2008	Importation of Buffalo Meat from India
DA AO No.18 S2008	Rules and Regulations on Humane Handling in the Slaughter of Animals for Food
DA AO No.06 S2008	Accreditation of Foreign Rendering Plants Exporting Processed Animal Proteins to the Philippines
DA AO No.27 S2009	Exemption from Payment of Inspection Fees and Laboratory Fess on Government-Financed Imported Pork and Pork Products
DA AO No.26 S2009	Addressing the Current Situation Affecting LGU Operated Slaughterhouses through the Adaption of Good Hygienic Slaughtering Practices (GHSP)
DA AO No.24 S2009	Implementing Guidelines on The National Veterinary Drug Residue Control Program in Foods Pursuant to Administrative Order No. 14, Series of 2006
DA AO No.21 S2009	Accreditation of Dominant CZ, Ltd in Czech Republic to export Day Old Chicks to the Philippines
Joint DA-NMIS and DOH-FDA Administrative Order No 01 Series of 2009	Delineation of Functions and Shared Responsibilities in the Regulation of Meat Products
DA AO No 24 S2010	General Guidelines on Labeling of Meat and Meat Products
DA AO No 22 S2010	Rules and Regulations in the Handling of Frozen and Chilled Meat Products in the Meat Markets
DA AO No.21 S2010	Guidelines for The Implementation of Meat Inspection Service by The Local Government Units (LGUs)
DA AO No.20 S2010	Guidelines on Post-Meat Establishment Control
DA AO No.19 S2010	Guidelines on Good Hygienic Slaughtering Practices for Locally Registered Meat Establishments (GHSP-LRMEs)

DA ADMINISTRATIVE ORDER	TITLE/SUBJECT
DA AO No.21 S2011	Mandatory Accreditation of Cold Storage Warehouse (CSW) for Agricultural and Fisheries Products
DA AO No.19 S2011	Lifting of FMD Transport Restrictions
DA AO No.06 S2012	Rules and Regulations on Hygienic Handling of Chilled, Frozen and Thawed Meat in Meat Markets
DA AO No.01 S2012	Declaring the List of Notifiable Animal Diseases
DA AO No.09 S2013	Supplemental guideline to DA-AO no. 26 Series of 2005, Section III: Accreditation procedure for meat importers

<https://nmis.gov.ph/index.php/laws-and-policies/da-issuances/da-administrative-order>

DA DEPARTMENT CIRCULAR	TITLE/SUBJECT
DA Administrative Circular No. II series of 2015	List of Countries and Foreign Meat Establishments (FME) Accredited to Export Meat and Meat Products into the Philippines
DA-Department Circular No. 01 series of 2014	Effective of the Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A) Act No. 9296, Otherwise as "The Meat Inspection Code of the Philippines", as Amended by R.A 10536
DA Administrative Circular 01 series 2014	Accreditation of Seven (7) Foreign Meat Establishments (FME'S) of Thailand's Exporter of Heat-Processed Chicken Meat into the Philippines
DA-Administrative Circular 06 series 2015	Foreign Meat Establishment (FME) Inspection and Audit Fund
DA-Administrative Circular 12 series 2015	Updated Rules and Regulations Governing the Allocation, Importation, and Utilization of Fresh Frozen Buffalo Meat from India
DA-Administrative Circular 16 series 2015	Amendment to Administrative Circular No. 6, Series of 2015 Entitled "Foreign Meat Establishment (FME) Inspection and Audit Fund"
Memorandum for the Secretary	Updated Official List of DA Accredited Foreign Meat Establishments (FME)
DA-Administrative Circular 02 series of 2016	Mandatory Licensing of Meat Establishments with National and International Distribution

<https://nmis.gov.ph/index.php/laws-and-policies/da-issuances/da-department-circular>

NMIS MEMORANDUM CIRCULAR	TITLE/SUBJECT
1975 Memorandum Circular 75-86	Securing Clearance from the National Meat Inspection Commission before the Construction, Expansion or Improvement of Slaughterhouses
1987 Memorandum Circular No. 001-87	Guidelines on the Use of Meat Inspection Certificates and Accredited Meat Vans
1993 Memorandum Circular No. 05	Implementing Guidelines on the Importation of Buffalo Meat Products from India
1998 Memorandum Circular No. 02	Revised Implementing Guidelines on the Importation of Buffalo Meat and Meat Products from India
1999 Memorandum Circular No. 08-99-001	Guidelines on Inspection of Imported Meat and Meat Products
2002 Memorandum Circular No. 02	Implementing Guidelines of D.A. Administrative Order No. 5 Series 2002
2003 Memorandum Circular No. 11-2003-08	Guidelines in the Grant of Overtime Services of Personnel Except Meat Plant Officers
2003 Memorandum Circular No. 11-2003-07	Implementing Rules and Regulation on the Issuance of Imported Meat Utilization Certificate (IMUC) to Meat Importers/Processors of Indian Buffalo Meat
2003 Memorandum Circular No. 11-2003-06	Guidelines in the Disposal of Laboratory Meat Samples
2003 Memorandum Circular No. 09-2003-04	Clarification Statement on Memorandum Circular No. 6-2003-02 Re: Collection of Fees on Imported Meat and Meat Products
2003 Memorandum Circular No. 08-2003-03	Implementing Guidelines for the Mandatory Application of Hazard Analysis Critical Control Point (HACCP) System in the Whole Production Process in all NMIC "AAA" Accredited Meat Establishments
2003 Memorandum Circular No. 03-2003-01	Collection of Samples for Laboratory Analysis
2003 Memorandum Circular No. 06-2003-02	Collection of Fees on Imported Meat and Meat Products

NMIS MEMORANDUM CIRCULAR	TITLE/SUBJECT
2004 Memorandum Circular No. 10-2004-14	Dissemination of Attached D.A. Admin. Order No. 21 Re: Mandatory Application of Good Manufacturing Practices (GMP) in all NMIC Accredited "AA" Meat Establishments
2004 Memorandum Circular No. 10-2004-10	Amendment of NMIC Circular No. 8-2003-03 Re: Implementing Guidelines for the Mandatory Application of Hazard Analysis Critical Control Point (HACCP) System in the Whole Production Process in all NMIC "AAA" Accredited Meat Establishments
2006 Memorandum Circular No. 10-2006-08	Guidelines on the Grant Compensatory Allowance to NMIS Plant Officers Assigned at Meat Establishments Requesting for Extended Supervision During Its Operation
2006 Memorandum Circular No. 10-2006-07	Amendment to Section 7.2 of MC No. 10-2004-10, Implementing Guidelines for Mandatory Application of HACCP AND MC No. 02-2005-2 Implementing Guidelines for Mandatory Application of GMP and SSOP
2006 Memorandum Circular No. 10-2006-06	Code of Conduct and Ethical Standards for NMIS Inspection Personnel
2006 Memorandum Circular No. 09-2006-03	Guidelines on the Grant of Compensatory Allowance to NMIS Plant Officers Assigned at Meat Establishments Requesting for Extended Supervision During Its Operation
2006 Memorandum Circular No. 06-2006-02	Use of NMIS Meat and Meat Products Inspection Certificate (MMPIC)
Joint DA-DILG-DBM Memorandum Circular No. 01 Series of 2006	Guidelines on Local Government Units (LGUs) Meat Establishment Improvement Program (MEIP)
2007 Memorandum Circular No. 10-2007-19	Issuance of Certificate of Meat Inspection (COMI) for the Transfer/Transport of Imported Meat and Meat Products to Meat Importers/Traders and Meat Processors

NMIS MEMORANDUM CIRCULAR	TITLE/SUBJECT
2007 Memorandum Circular No. 09-2007-17	Guidelines on the Payment of NMIS Inspector's Travelling Expense Relative to Special Audits Amending Memorandum Circular No. 10-2006-7
2007 Memorandum Circular No. 03-2007-10	Guidelines and Procedures Governing Disposal of Imported/Locally Produced Confiscated Meat and Meat Products Including Laboratory Meat Samples
2007 Memorandum Circular No. 03-2007-08	Implementing Guidelines and Procedure in the Accreditation of Meat Exporters and Traders
2007 Memorandum Circular No. 01-2007-04	Implementing Guidelines and Procedures in the Accreditation of Meat Importers, Meat Brokers and Meat Handlers
2007 Memorandum Circular No. 10	Temporary Ban on the importation of domestic and wild birds and their products including poultry meat, day-old chicks, eggs and semen originating from Germany
2008 Memorandum Circular No. 09-2008-05	Guidelines on the Assessment of Microbiological Quality of Fresh, Chilled and Frozen Meat
2009 Memorandum Circular No.6	Citizen's Charter
2010 Memorandum Circular No. 10-2010-11	Guidelines on the Registration of Locally Manufactured and Imported Meat Products
2010 Memorandum Circular No. 10-2010-10	Registry of Locally Registered Meat Establishments
2010 Memorandum Circular No. 10-2010-09	Registry of LGU Meat Inspection Personnel
2010 Memorandum Circular No. 03-2010-05	Advisory Re Transfer of Regulatory Jurisdiction over Meat Products from DOH-FDA to DA-NMIS as per DA-DOH Joint Administrative Order No.1 Series of 2009
2010 Memorandum Circular No. 01-2010-02	Amended Guidelines for the Implementation of NMIS Alternative Dispute Resolution Program for External Clients
2011 Memorandum Circular No. 09-2011-15	Licensing, Registration, Accreditation of Meat Exporters and Traders Using Locally Produced and Imported Meat Products

NMIS MEMORANDUM CIRCULAR	TITLE/SUBJECT
2011 Memorandum Circular No. 08-2011-13	Implementation of DA-AO No. 18 s 2008, DA-AO 15 s 2006
2011 Memorandum Circular No. 08-2011-09	I. Terms of Reference in the Performance of Inspection Services, and II. Mode of Compensation for Extended Service Rendered Beyond Regular Hours
2011 Memorandum Circular No. 07-2011-507	Non-Renewal/ Cancellation of Accreditation of Slaughterhouse/ Poultry Dressing Plant not utilizing Electric Stunner, Captive Bolt or Similar devices in Stunning Food Animals
2011 Memorandum Circular No. 05-2011-07	NMIS Guidelines on The Importation of Horsemeat from Canada
2011 DA-Memorandum Circular No. 01-2011	Meat Importers/Processors in the Export Processing Zones and Custom Bonded Warehouse Operators
2012 Memorandum Circular No. 07	Guidelines in the Implementation of DA Administrative Order No 6, Series of 2012 (RULES AND REGULATIONS ON THE HYGIENIC HANDLING OF CHILLED, FROZEN AND THAWED MEAT IN MEAT MARKETS)
2012 Memorandum Circular No. 10	Change of Leadership at the National Meat Inspection Service
2016 Memorandum Circular No. 04	JOINT DOH-FDA and DA-NMIS CIRCULAR NO. 01 s 2016

<https://nmis.gov.ph/index.php/laws-and-policies/nmis-issuances/memorandum-circular>

NMIS MEMORANDUM ORDER	TITLE/SUBJECT
DA-MO.11.1999.19	Amendment to Memorandum Order No. 18 on SGS Inspection of Buffalo Meat Export from India
MO.11.2011.160	SGS Inspection of Buffalo Meat Export from India to the Philippines
DA-MO.07.2002.07	HACCP Audit of Meat and Milk Exporting Plants
DA-MO.06.2003.25	Supplemental Guidelines in the Labeling of Cartons and Monitoring of Utilization of Indian Buffalo Meat

NMIS MEMORANDUM ORDER	TITLE/SUBJECT
DA-MO.04.2003.21	Guidelines in the Collection of Fees on Imported Meat and Meat Products
DA-MO.04.2003.20	Implementation of AO 6 Series of 2000
DA-MO.07.2007.11	Implementation of BSE Controlled Risk Measures on the Importation of Meat from the United States and Canada
DA-MO.06.2007.10	Temporary Ban on the Importation of Domestic and Wild Birds Including Poultry Meat, Day Old Chicks, Egg and Semen Originating From Germany
MO.02.2008.18	Implementing Guidelines in the Accreditation of Meat Establishment contractors and Fabricators
DA-MO.12.2009.34	Temporary Ban on the Importation of Domestic and Wild Birds Including Poultry Meat, Day Old Chicks, Eggs and Semen Origination from France
DA-MO.11.2010.24	Temporary Ban on the Importation of FMD-Susceptible Animals, Their Products and By-Products Originating from Myanmar
DA-MO.12.2010.28	Lifting the Temporary Ban on the Importation of Meat and Meat Products Derived from Cattle from Portugal
MEMO ORDER NO 12-2011-169	Implementing Guidelines in the Accreditation of Meat Establishment Equipment & Facility Supplier
MO.11.2011.147	Adoption of Mamamayan muna, Hindi Mamaya na
MEMO ORDER NO. 5-2012-94	Clarification of the Status of Administrative Order No.5, "Rules and Regulations on Hygienic Handling of Newly Slaughtered Meat in Meat Markets" and Administrative Order No.6, "Rules and Regulations on Hygienic Handling of Chilled, Frozen and Thawed Meat in Meat Markets"

<https://nmis.gov.ph/index.php/laws-and-policies/nmis-issuances/memorandum-order>





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In cooperation with the Philippine Veterinary Medical Association (PVMA) and the Provincial, City, Municipal Veterinarians League of the Philippines (PCMVLV)



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