






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

No. 22
Series of 2022

SUBJECT: GUIDELINES IN THE RESOLUTION OF SHOW CAUSE ORDER FOR LOCAL SHIPMENT VIOLATIONS

To facilitate the resolution of the Bureau of Animal Industry (BAI) Show Cause Order, relative to local shipment violations as provided in BAI Memorandum Circular No. 23 s.2020 and BAI Memorandum Order No. 46 s.2020, the following guidelines are hereby issued, for the guidance of all concerned:

1. In the event of a violation of any order, directive, regulation, or policy issued by the Department of Agriculture or the Bureau of Animal Industry or law relative to the exercise of functions of the latter, a Show Cause Order shall be issued to the person or organization committing such violation specifying the act committed and the issuance or law violation;
2. The respondent shall be given fifteen (15) days from receipt of the Show Cause Order to submit a Verified Explanation written and signed by him/her or on behalf of the Organization concerned;
3. Upon receipt of a verified explanation/answer of the respondent/s in the Show Cause Order issued by the Regional Veterinary Quarantine Officer/Chief of Veterinary Quarantine Station (VQS)/ National Veterinary Quarantine Services Division (NVQSD) Chief, the designated focal personnel of the NVQSD for Local Movement, shall undertake the following activities:
 - a. Review and screen verified explanation of respondent to show cause order;
 - b. Refer to concerned VQS for further investigation and collation of relevant material evidence, as necessary;
 - c. Prepare summons;
 - d. Prepare a draft resolution of show cause order issued by the NVQSD Chief based on written evidence and submissions;
 - e. Endorse draft resolution to the legal consultant for review and advice;
 - f. Maintain the case resolution records and update the electronic master list of violations.
4. Duties of the VQS focal personnel:
 - a. Conduct a further investigation and collate material evidence relevant to the case, as necessary;
 - b. Prepare a draft resolution of the show cause order issued by the VQS Regional Veterinary Quarantine Officer/Station Chief based on written evidence and




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- submissions, and submit it back to the NVQSD focal for endorsement to the legal consultant;
- c. Make the necessary revision or correction to the document according to the legal consultant's advice;
 - d. Submit the revised document to the NVQSD for endorsement to the BAI Director;
 - e. Maintain the case resolution records and update the electronic master list of violations of the respective station.
5. Resolution on the case is up to thirty (30) days reckoned from the receipt of all verified explanation/s of respondent/s and material evidence.
 6. A case closure letter is issued by the NVQSD or VQS head upon compliance with the conditions in the decision letter.
 7. The NVQSD or VQS may resolve the case and issue a RESOLUTION following the attached template, upon the expiration of the prescribed period indicated in the show cause order. The case shall be decided upon based on available documents;
 8. Details of the case and personal information of the respondents shall be handled according to the provisions of R.A. No. 10713 or the "2012 Data Privacy Act".

For your guidance and strict compliance.

Done this 22nd of November 2022.


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



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DRAFT RESOLUTION FOR UNRESPONDED SHOW CAUSE ORDER

FULL NAME OF RESPONDENT

COMPANY NAME (if applicable)

Address

Email address

DEAR Mr/Ms _____,

This pertains to the **Show Cause Order No.** _____ issued on _____ by (NVQSD/VQS), with a given response period of (indicate days in words). Said period expired on indicate Month/DD/YYYY and we have not received any response from you.

As indicated in the order, failure to submit your answer/explanation within the specified period shall be a waiver of your right to submit the same, and the Bureau shall resolve the above issues on the basis of available documents.

NOW THEREFORE, the temporary suspension on your local shipping permit application, livestock handlers license and transport carrier registration shall remain **SUSPENDED, INDEFINITELY**. Your name and company shall be included in the watch list and shared to the concerned DA Regional Field Office and Local Government Unit (LGU) for their information and appropriate action.

Very truly yours,

NAME AND SIGNATURE OF NVQSD CHIEF OR RVQO/STATION CHIEF

Designation