



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

(+632) 8528-2240 director@bai.gov.ph www.bai.gov.ph @bai.gov.ph

MEMORANDUM ORDER

No. 18
Series of 2022

SUBJECT: PROCESSING OF ONLINE LOCAL SHIPPING PERMITS IN THE NATIONAL CAPITAL REGION (NCR)

To facilitate the efficient processing of online local shipping permit applications originating from the National Capital Region (NCR) and for clear delineation of duties, pursuant to Section 8 of BAI Memorandum Order No. 13 s.2022 and BAI Memorandum Order No.11 s.2022, the processing of local shipping permit applications based on its mode of conveyance shall be covered by the following offices:

MODE OF TRANSPORT	STATION/OFFICE	PROCESSING HOURS
BY AIR	VQS - NAIA	8:00 AM to 12:00 MN DAILY
BY SEA	VQS - NORTH HARBOR	8:00 AM to 5:00 PM DAILY
BY LAND	NVQSD CENTRAL OFFICE	7:00 AM to 7:00 PM Monday to Friday

This ORDER shall take effect immediately and shall remain in force until revoked in writing.

Done this 22nd of August 2022.


REILDRIN G. MORALES, DVM, MVPHMgt.
Officer-in-Charge, Director

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MEMORANDUM ORDER

No. 13
Series of 2022

SUBJECT : AMENDMENT TO BAI MEMORANDUM ORDER NO. 32 S.2020 ENTITLED "GUIDELINES ON THE PROCESSING OF ONLINE LOCAL SHIPPING PERMIT APPLICATIONS"

Certain provisions of **BAI Memorandum Order No. 32 s.2020**, entitled "Guidelines on the Processing of Online Local Shipping Permit Applications" issued on June 19, 2020, is hereby amended to read as follows:

Section I

5. The online SP application process is a two step-process namely REVIEW and APPROVE, as per BAI Memorandum Order No. 5 s.2021.
8. **The management of online Local Shipping Permit applications shall be handled in full by respective Stations where the shipment originates.**

Section IV Deleted

Section V

4. In case of rejection of the application due to grounds listed in Section III.4, approver encodes the reason in the administrator comment box and click send. It will be returned directly to the applicant.
5. Applications rejected at the approval level, may be processed and approved by any available approver.

Section VI DISPOSITION OF ONLINE APPLICATION VIOLATIONS PURSUANT TO BAI MEMORANDUM CIRCULAR NO.23 S.2020:
In case of submission of tampered, recycled, or fake documentations **during online shipping permit application**, and after due verification and confirmation with the issuing office/agency:

1. Screenshot application and the (a) detailed information page, (b) shipping item page, (c) requirement page, and (d)

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- all submitted requirements including the altered/fake documents;
2. Prepare incident report following BAI Incident Report Template (ANNEX A) and attach documents listed in no.1;
 3. Return application to the sender;
 4. Submit report to your Station Chief for issuance of Show Cause order.

All other provisions of BAI Memorandum Order No. 32 s.2020, as far as applicable, shall apply.

Issued this day of 09 August 2022.


REILDRIN G. MORALES, DVM, MVPHMgt.
Officer-in-Charge, Director

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MEMORANDUM ORDER

No: 11
Series of 2022

SUBJECT: VQS - NAIA PROCESSING OF BY-AIR LOCAL SHIPPING PERMIT APPLICATIONS

To facilitate the efficient and timely processing of local shipping permit applications of live animals and animal products from the National Capital Region (NCR), as per BAI Memorandum Order No.28 s.2020, the VQS - NAIA is hereby directed to fully utilize the BAI-NVQSD Online Local Shipping Permit Issuance System and assign a dedicated OLSPIS evaluation team to cover the processing of **ALL BY-AIR ONLINE LOCAL PERMIT APPLICATIONS** from the NCR to any destination in the country.

For your compliance.

Done this 9th day of August 2022.


REILDRIN G. MORALES, DVM, MVPHMgt.
Officer-in-Charge Director

