



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

October 14, 2020

MEMORANDUM CIRCULAR

No. 46
Series of 2020

**SUBJECT: IMPLEMENTING GUIDELINES OF THE BUREAU OF ANIMAL INDUSTRY -
RESEARCH AND DEVELOPMENT CENTERS' ANIMAL DONATION PROGRAM**

I. General Objectives

1. To select culled animals for donation and/or sell.
2. To determine qualified beneficiaries for donation of culled animals.
3. To establish criteria and requirements for the donation purposes.

II. Recipients

1. Local Government Units (LGUs)
2. Civil Society Organizations (CSOs)
3. National Government Agencies (NGAs)

III. Creation of the BAI Research and Development Center (RDC) Selection Team

1. Composition of BAI RDC Selection Team for Program Recipients
 - a) NBCRDC Busuanga - Mr. Gary Rabe/ Mr. Eduardo Palay
 - b) NBCRDC Nueva Ecija - Ms. April A. Juan/ Mr. Jescee J. Paray
 - c) NBCRDC Bukidnon - Ms. Drexelle Jade Ubalang/ Mr. Elmer Mark Revido
 - d) NFRRDC Masbate - Mr. Mark Abela/ Mr. Johnny Monforte
 - e) NSRRDC ZDS - Mr. Keith Reamor Amorado/ Mr. Dennis Rocamora
 - f) NSPRDC - Ms. Karen C. Dimaranan/ Mr. Paul Andrew del Carmen
2. Duties and Functions of Selection Team of BAI for Program Recipients under the Animal Donation Program:



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- a) Identify, evaluate & select prospective recipient of the Animal Donation Program; and
- b) Submit evaluation report to the Center Chief concerned for proper endorsement to the BAI Director.

IV. Identification/Selection of Program Recipients

1. The RDC Center Chief shall accept letter request, with an attached accomplished application form, to be a program recipient within the criteria as provided below.
2. Upon the availability of animals for culling, the RDC Center Chief shall call upon the BAI RDC Selection Team to identify, evaluate and select prospective recipients from a pool of letter requests.
3. The BAI Selection Team shall evaluate each request and determine the capacity of the recipient to receive the animals and their qualification as prescribed within this guideline, among others.
4. The BAI RDC Selection Team shall endorse request to the R&D Center Chief.
5. Upon the final review of the request, the RDC Center Chief must endorse the requesting party to the BAI Director.
6. The BAI Director shall approve all letter requests.
7. Upon approval, the BAI RDC Center Chief and its staff shall proceed with the process of dispersal of the animal to the requesting party as prescribed within this guidelines and guided by usual government auditing rules and regulations.

V. Criteria of Program Recipients

1. The requesting party shall be from the frontline service providers of the various National Government Agencies; Local Government Units; Civil Society Organization (CSO) and other qualified recipients.
2. The requesting party should have no previous animal loan, request or dispersal.

VI. Selection Process

1. The applicants must submit an accomplished application form to BAI Director (**Annex 1**), alongside with the letter request for animal donation.
2. The applicant must enter an agreement through a Deed of Donation with the DA-BAI (**annex 2**).





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VII. Terms and Conditions

1. The BAI RDC Center Chiefs must request for dropping of animals from the Book of Accounts (**annex 3**).
2. The BAI Veterinarian must issue the Veterinary Health Certificate (**annex 4**).
3. The recipient must sign the Invoice Receipt for Property (**annex 5**) and Acknowledgment Receipt for Animals (**annex 6**).
4. The recipient must submit pictures/documentations of meat carcass and the distribution to beneficiaries.

For compliance.

RONNIE D. DOMINGO, DVM, MSc

Director IV

