



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 CIRCULAR

NO. 32

Series of 2022

SUBJECT: GUIDANCE FOR RECEIVING INCOMPLETE APPLICATION REQUIREMENTS FOR ANIMAL FACILITY REGISTRATION CERTIFICATE, LIVESTOCK/ POULTRY TRANSPORT CARRIER/ HANDLERS LICENSE AND ANIMAL DISEASE MONITORING COMPLIANCE CERTIFICATE

WHEREAS, incidences of improper processing of incomplete application requirements from stakeholders, for the issuance of Animal Facility Registration Certificate and Livestock Poultry Transport Carrier/ Handlers License as required by the RA 8485 *The Animal Welfare Act of 1998* as amended by RA 10631 and related Department of Agriculture Administrative Issuances;

WHEREAS, Republic Act 11032 *Ease of Doing Business and Efficient Government Service Delivery Act of 2018* aims to simplify procedures to reduce red tape, expedite transactions and to address undue delay of the issuance of authorization document to stakeholders;

WHEREAS, the BAI is ISO 9001:2015 Quality Management System TUV Sud certified, as such compliance and adherence to the set standards is a continuing requirement;

WHEREAS, Bureau of Animal Industry Memorandum Order No. 03, Series of 2021 *Transmittal of Scanned Copy of Application Documents for Animal Facility Registration via BAI-AHWD Email*; Memorandum From The Secretary dated June 17, 2020 *Issuance of Temporary Certificate of Livestock, Poultry and by-products Handler's and Transport Carrier*; and Memorandum From The Secretary dated August 18, 2020 *Issuance of Temporary Certificate for Applicants of Animal Facility Registration to DA-Regional Field Offices*, application requirements must be complete before submission to the Animal Health and Welfare Division (AHWD) for processing and issuance of Temporary Certificate/ Registration Certificate.

NOW, THEREFORE, application with incomplete set of requirements SHALL NOT BE PROCESSED.

This circular shall take effect immediately and shall be in force until revoked in writing.

For your strict compliance.

Done this 29th day of July 2022.

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

A food-secure and resilient Philippines
with empowered and prosperous farmers and fisherfolk

