



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

NO. 02

Series of 2025

SUBJECT : PROCESSING OF DOCUMENTS AT THE OFFICE OF THE DIRECTOR


For a smoother and more efficient processing of documents at the Office of the Director, a schedule for releasing and receiving of documents shall be employed.

Please be informed of the following:

1. **Receiving** of documents shall be **up to 4:00 pm only**. Urgent documents may be accepted, subject to the discretion of the Director.
2. **Releasing** of documents shall **start at 10:00 am** to give OD staff ample time to record and sort the documents. Please refrain from making follow-ups prior to this time to enable the staff to work fast and to concentrate on the task. Please use the online document tracking system to check the status of your document.
3. Further, **Memorandum No. 736 s. 2024**, Strict Implementation of the Digital Document Tracking System and the Use of Physical Logbooks of the Bureau of Animal Industry shall be followed. All nonconforming documents shall be returned.

This **ORDER** shall take effect immediately and shall remain valid unless expressly repealed by another issuance. All orders and memoranda inconsistent herewith are deemed revoked or amended accordingly.

Done this 10th of January 2025.


DIOSAMIA M. SEVILLA, MSc.
Officer-In-Charge, Director

