



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

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MEMORANDUM CIRCULAR

No. 01
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SUBJECT: GUIDELINES IN THE PROCESSING OF ONLINE LOCAL SHIPPING PERMIT APPLICATIONS

Pursuant to **BAI Memorandum Order No. 16 s.2019**, the following guidelines relative to the processing of Online Local Shipping Permit applications are hereby issued for guidance and compliance of all concerned:

1. **Processing period** – Processing times are determined by volume of applications and completeness of applications. Online applications are assessed individually and actual processing times can vary due to specific circumstances including:

- 1.1 whether the client lodged a complete application, including all necessary supporting documents
- 1.2 how promptly client responds to any requests for additional information/documents/correction of entries

Generally, the processing period is pegged at **maximum 3 working days, Monday to Friday 8:00 AM to 5:00 PM excluding weekends and holidays** from the receipt of complete documents up to release of final recommendation (approved or denied).

2. Designated personnel of National Veterinary Quarantine Services shall Review, Endorse and Approve online applications.

3. Clients are advised to monitor applications and check regularly on requirements as these may change over time.

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Officer-in-Charge, Director

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