



Republic of the Philippines
Department of Agriculture
BUREAU OF ANIMAL INDUSTRY

5 Visayas Avenue, Barangay Vrasa, Quezon City 1128

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

MEMORANDUM ORDER

No. 04

Series of 2025

**SUBJECT : ADDENDUM TO BUREAU OF ANIMAL INDUSTRY-
MEMORANDUM ORDER NO. 03, SERIES OF 2025,
"GUIDELINES FOR HIRING AND PROMOTION OF CONTRACT
OF SERVICE PERSONNEL FOR THE NATIONAL VETERINARY
QUARANTINE SERVICES DIVISION"**


Pursuant to Memorandum Order No. 03, Series of 2025, "Guidelines for Hiring and Promotion of Contract of Service Personnel for the National Veterinary Quarantine Services Division", this Addendum is hereby issued to provide supplementary information, additional details and clarifications.

In addition to the documentary requirements to be furnished by the applicant as stipulated in the abovementioned Memorandum Order, submission of training certificates shall also be required in reference to Memorandum No. 71, Series of 2025, "Delegation of Authority for the Recruitment of Contract of Service (COS) Personnel".

Further, applications with incomplete documents including score sheets to be accomplished by the respective VQS Heads and panel members shall not be processed.

This **ORDER** shall take effect immediately and shall remain valid unless otherwise revoked.

Done this 31st day of January 2025.


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

