



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

MEMORANDUM ORDER

No. 18
Series of 2020

TO : **ALL VETERINARY QUARANTINE PERSONNEL**
Veterinary Quarantine Stations

FROM : **OFFICER-IN-CHARGE, DIRECTOR**

SUBJECT : **GUIDANCE IN REPORTING VETERINARY QUARANTINE VIOLATIONS OR RELATED INCIDENT**

DATE : **APRIL 30, 2020**

To ensure proper documentation of veterinary quarantine violations or related incidences in your respective areas of assignment as valid evidence to support appropriate legal actions, the following instructions are hereby issued:

1. Prepare Incident Report with the following details:

- Date and Time
- Name of RVQO and Duty personnel
- If Shipper is an INDIVIDUAL:
 - Name of the Shipper
 - Government-Issued Identification Card (ID) of the Shipper (Photo and/or photocopy)
- If Shipper is an AUTHORIZED REPRESENTATIVE and/or AGENT of an INDIVIDUAL SHIPPER:
 - Name of the Authorized Representative and/or Agent
 - Government-Issued ID of the SHIPPER (Photo and/or Photocopy)
 - Government-Issued Identification of the AUTHORIZED REPRESENTATIVE (Photo and/or Photocopy)
 - Proof of Authority [i.e. Special Power of Attorney (SPA) and/or Notarized Authorization Letter]
- If Shipper is an AUTHORIZED REPRESENTATIVE and/or AGENT of a JURIDICAL ENTITY (i.e. Corporation, Partnership, Cooperative, People's Organization, etc.)
 - Name of the Authorized Representative and/or Agent
 - Government-Issued ID of the Authorized Representative and/or Agent (Photo and/or Photocopy)
 - Certified True Copy of Certificate of Registration issued by the Securities and Exchange Commission (SEC), if Shipper is a Corporation or Partnership
 - Certified True Copy of Certificate of Registration issued by the Cooperative Development Authority (CDA), if Shipper is a Cooperative

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- Proof of Authority [i.e. SPA (for Partnerships); Secretary's Certificate (for Corporations and Cooperatives)]
- Type of Shipment
- Origin of Shipment
- Destination of Shipment
- Issue/Concern
- Action/s Taken
- Photocopy of all documents presented
- If possible, provide photos, video, etc.
- Email report to BAI Office of the Director in this address:
bai_dir@yahoo.com
Cc: baiquarantineph@gmail.com

2. In case of altercation with other checkpoint personnel from other agencies/associations or harassment of VQO personnel by agencies or associations:

- Ask the person/s concerned or get the following information:
 - Name
 - Proof and/or Document of Authority regarding their presence in the checkpoint (i.e. SPA, Secretary's Certificate, Notarized Authorization Letter, etc.)
 - Request permission to take a photo of their ID
- In the absence of valid identity documents and/or Proof/Document of Authority, disregard the presence of the personnel.
- Report to nearest Philippine National Police (PNP) Station. File a blotter.
- Prepare Incident Report with the following details:
 - Date and Time
 - Name of RVQO and Duty personnel
 - Name of Individual/s Involved
 - Proof of Identity of Individuals Involved
 - Issue/Concern
 - Action/s Taken
 - If possible, provide photos, video, etc.
 - Email report to BAI Office of the Director in this address:
bai_dir@yahoo.com
Cc: baiquarantineph@gmail.com

For your information and guidance.


RONNIE D. DOMINGO, DVM, MSc



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