



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

MEMORANDUM ORDER

No. 32
Series of 2020

TO : ALL CONCERNED NVQSD PERSONNEL
BAI- MIS TEAM

FROM : OFFICER-IN-CHARGE, DIRECTOR

SUBJECT : GUIDELINES ON THE PROCESSING OF ONLINE LOCAL SHIPPING PERMIT APPLICATIONS

DATE : June 19, 2020

To facilitate the processing of local shipping permits for the transport of live animals, animal products and by-products within the country using the BAI-National Veterinary Quarantine Services Division (NVQSD) website, the following guidelines are hereby issued for the information and compliance of all concerned:

I. GENERAL INFORMATION AND INSTRUCTIONS

1. The BAI-NVQSD has implemented an electronic permit system for the local transportation of live animals, animal products and by-products as of 01 January 2020 in compliance with DA Administrative Order (AO) No. 05 s.2019 and BAI Memorandum Circular No.16 s.2019.
2. Personal details of the applicant shall be handled according to R.A. 10173 or the "2012 Data Privacy Act" to protect the fundamental human right to data privacy.
3. The URL or web address of the BAI-NVQSD online system is <https://nvqsd.bai.gov.ph/>
4. To access the secure online system, an NVQSD login (username and password) is required. Select Register and pick Member Registration on the home screen to create an account.
5. Currently the online SP application is a three-step process namely REVIEW, ENDORSE and APPROVE.
6. The roles of the staff members of the Online Team (OT) in each veterinary quarantine station shall be assigned by the immediate supervisor subject to the issuance of the BAI Special Order for the Designation of Functions.
7. The NVQSD Central Office - Online Team is the general manager of the Online Local Shipping Permit Issuance System (OLSPIS) and audits the performance of the composite team.
8. The BAI-NVQSD shall provide the necessary funding to contract IT consultants and/or technical experts to manage the NVQSD network maintenance, programming and troubleshooting projects.
9. Applications shall be processed promptly within the prescribed maximum time limit of THREE (3) working days, Monday to Friday, 8:00 a.m. to 5:00 p.m., except on weekends and holidays as per the BAI Memorandum Circular No. 01 s.2020. This shall start from the date on which the application submitted by the client appeared in the FOR REVIEW status indicating submission of complete requirements. Applications submitted outside the prescribed timeframe shall be processed on the next working day.
10. The BAI-NVQSD-Online Team shall assist VQS with a high volume of applications and shall act on the pending applications after 4 hours of VQS inaction and as deemed necessary for urgent shipments.
11. The BAI shall provide communication allowances and equipment to the members of the Online Team and MIS Team subject to the availability of funds and usual procurement and audit process.



II. DUTIES AND RESPONSIBILITIES OF INDIVIDUAL ONLINE TEAM MEMBER

1. Follow the provisions of DA AO No. 05 and other relevant current regulations in processing the applications.
2. Accept the responsibility and accountability entailed in the assigned role.
3. Report observed breaches on the part of the applicant such as the submission of fabricated, recycled or fraudulent documents, repeated violations or disregard to regulations to your immediate supervisor for appropriate action.
4. Coordination with other team members and the stakeholders.
5. Stay online on official time and keep up to date on the status of regulations and online processes for changes.

III. APPLICATION REVIEW PROCEDURES

1. Log-in to your account and select REVIEW APPLICATION from the EVALUATION TAB to display pending applications. Filter items under the STATUS dropdown and select FOR REVIEW to display valid applications.

Reference:

FOR REVIEW means application is ready for processing

NEW means application is incomplete

2. Check the Detailed Information:
 - a. Category: Live, Meat, Animal By-Products
 - b. Purpose: Commercial, For slaughter/fattener/breeder, etc.
 - c. Product Source: Imported or Local
 - d. Handler's License/NMIS Meat Van- check validity date
 - e. Carrier Accreditation Number- check validity date
 - f. Shipment Mode: it should be Single Origin and Single Destination
 - g. Origin
 - h. Destination
 - i. Proposed Date
 - j. Mode of Transport
 - k. Carrier/s
 - l. Plate/Flight/Vessel No.
 - m. Transaction: check if Inter-regional, inter-island, intra-regional or intra-province
3. Check Shipping Items:
 - a. Item should match the product in the description
 - b. Check the volume or quantity of the item, (meat products should be in kgs., live animals in heads, eggs in pieces, manure in sacks), Production and Expiry Date of the Items (for meat products)
4. Check the attached Requirements:
 - a. The original copy of the documents to be uploaded should be scanned with either a color scanner or a mobile phone camera. The image should be clear and colored in JPG, GIF or PNG formats with a maximum file size of 4 MB. Rotate the image to appear in the correct portrait orientation.
 - b. The title of the document should be consistent with the attachment.
 - c. **For fresh/frozen/chilled meat (local or imported):**
 - c.1 The date and time of inspection in the certificate must not be pre-dated.



- c.2 The reference unit for the weight of the product is in kilograms. The volume specified in the certificate of inspection will conform to the specifics of the online application and not exceed the sum specified.
- c.3 The description of the type of meat in the certificate shall be consistent with the application. Company product codes are not acceptable.
- c.4 The destination of the product on the certificate shall be the same for the application.
- c.5 Check the issuer information, there should be a signature over the meat inspector's printed name and designation.
- c.6 Make sure that document number is unique to the application and it is not recycled, tampered, etc.
- c.7 The COMI / MIC is still within the seven (7) day validity period from the date of issue.
- c.8 Complies with one COMI/MIC, one destination and one Shipping Permit Application.
- d. **For uncooked processed meat products:**
 - d.1 Individual Certificate of Product Registration (CPR) and License to Operate (LTO) issued by the FDA or Official Receipt of the FDA Order of Payment of the individual CPR.
 - d.2 The source address for the actual product should be indicated in the ORIGIN. ex. Cold Storage Warehouse
 - d.3 Check the validity of these certificates. The CPR shall be valid for 3 years from the date of issue, the LTO shall be valid for 5 years from the date of issue.
 - d.4 Multiple destinations are not allowed.
- e. **For live animals/animal by-products:**
 - e.1 Check the Control Number of the Veterinary Health Certificate (VHC), make sure it is not recycled, tampered, etc.
 - e.2 Check the address of the source farm /origin and destination / delivery area.
 - e.3 The address of the source farm indicated in the Certificate of Farm Accreditation should be consistent with the details in the Certificate of Laboratory Compliance or Laboratory Testing and the Veterinary Health Certificate.
 - e.4 Certificates such as but not limited to BAI-AHWD Farm accreditation, Laboratory Compliance, Animal Welfare, GAHP, Transport Carrier Registration, Livestock Handlers License, etc. should be valid.
 - e.5 The description of the item should be specified, and the quantity or number should be indicated in the VHC using the following reference unit: heads for live animals, pieces for eggs, number of sacks for manure, etc. It should be consistent with the request.
 - e.6 Date of issuance
 - e.7 Valid until- Check the validity of the Health Certificate. It should be within 3 days after the date of issue.
 - e.8 Vaccination and Treatment- refer to DA AO 5 s.2020
 - e.9 Check the details of the last medication (name of anti-infective, anti-parasitic, etc. and date of administration of the drug) for animals intended for slaughter. Please refer to the government's recommended specific withdrawal period.
 - e.10 Check the issuer information, there should be a signature over the printed name of certifying veterinarian with valid PRC and PTR number and mobile number
 - e.11 Check the name and signature of concurring LGU or DA-RFO veterinarian with Position/Designation, valid PRC Number and mobile number
 - e.12 The content of the VHC shall be consistent with the provisions of the BAI Memorandum Circular No.11 s.2020 'Supplemental Guidance in the submission of the VHC required for a local Shipping Permit Application' issued on 6 April 2020.



- e.13 For swine: check for certification dates of ASF Free Status from farms originating from Red and Pink Zones
5. If the application is in order, click the endorsement button. Otherwise, write a detailed reason for the refusal in the comment box.

GROUND FOR REJECTION OR DENIAL

- a. The information in required fields are incompletely filled out
 - b. Expired documents
 - c. Tampered, recycled or fake documentation
 - d. Inconsistencies in the application
 - e. The supporting document is not directly linked to the application.
 - f. The date and/or time of inspection of the meat certificate does not correspond to the date and/or time of the application.
 - g. Lack of necessary requirements
 - h. Incomplete details in the supporting document
 - i. The destination of the goods is subject to existing legal restrictions ex. Executive Order prohibiting the entry of pig and pork products
 - j. The origin of the commodity is subject to existing legal restrictions ex. Movement of pigs from outbreak areas of the ASF is prohibited to free zones
6. Monitor the status of the approved applications to facilitate their prompt return to the sender.

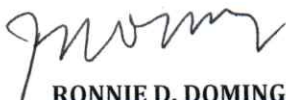
IV. APPLICATION ENDORSEMENT PROCEDURES

1. Log-in to your account and select ENDORSE APPLICATION from the EVALUATION TAB to display reviewed applications. Filter items under the STATUS dropdown and select FOR ENDORSEMENT to display applications.
2. Review details and requirements of the application.
3. If everything is in order, click the FOR APPROVAL button. Otherwise, write detailed reason for refusal in the comment box.
4. Monitor the status of recommended applications for approval to facilitate their prompt return to the endorser.

V. APPLICATION APPROVAL PROCEDURES

1. Log-in your account and select APPROVE APPLICATION from the EVALUATION TAB to display endorsed applications. Filter items under the STATUS dropdown and select FOR APPROVAL to display applications.
2. Review application details and requirements.
3. If everything is in order, click the YES button. Confirm the action by selecting OK from the pop-up box. Otherwise, write a detailed reason for the refusal in the comment box.
4. In case of rejection of the application, call the attention of the endorser so that it can be returned directly to the applicant by the reviewer.

This Order shall take effect immediately until revoked in writing.



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