



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

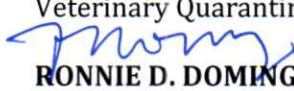
(+632) 8528-2240 director@bai.gov.ph www.bai.gov.ph @bai.gov.ph

November 18, 2020

## MEMORANDUM ORDER

No. 46  
Series of 2020

TO: **ALL REGIONAL VETERINARY QUARANTINE OFFICERS/ CHIEFS**  
Veterinary Quarantine Stations

FROM:   
**RONNIE D. DOMINGO, DVM, MSc.**  
DIRECTOR

SUBJECT: **GUIDELINES IN THE ISSUANCE OF SHOW CAUSE ORDER FOR LOCAL SHIPMENT VIOLATIONS**

To facilitate the immediate issuance of BAI Show Cause Order relative to local shipment violations such as the falsification of shipment documents as provided in BAI Memorandum Circular No. 23 s.2020, the following guidelines are hereby issued, for the guidance of all concerned:

1. The Show Cause Order is issued for local shipment violations listed in Section 8 of DA Administrative Order No. 5 s.2019 as part of the due process.
2. The Regional Veterinary Quarantine Officer/Chief of Veterinary Quarantine Station will prepare and issue the Show Cause Order for reported shipment violations in its area of jurisdiction using the attached template in Annex 1;
3. Reports should be supported by a written Incident Report (IR) from BAI-VQS or LGU, preferably following the IR template provided in BAI Memorandum Order No. 18 s.2020;
4. The Show Cause Order should be sent to the shipper concerned by means of his/her electronic mail address (preferred); registered mail to a physical address; or via the complainant LGU office.
5. The scanned copy of Show Cause Order shall be submitted electronically by the RVQO to the NVQSD Central Office and the Office of the BAI Director;
6. All written explanations/answers of the respondent should be verified and submitted via official email address: [directorrrdd@bai.gov.ph](mailto:directorrrdd@bai.gov.ph) and [nvqsd@bai.gov.ph](mailto:nvqsd@bai.gov.ph), copy furnish the Veterinary Quarantine Station, for legal review and advise on the final resolution of the case. The BAI will decide on the case within ninety (90) days from its receipt.
7. The shipper retains the original copy of the notarized written statement for future reference.

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no 2020-162

**ANNEX 1. TEMPLATE OF SAMPLE SHOW CAUSE ORDER**

Date

**NAME OF SHIPPER**

Address

Email Address:

**SUBJECT: NOTICE TO EXPLAIN/SHOW CAUSE ORDER NO. SC-2020-\_\_\_\_\_**  
(YYYY)-(VQS issuance no)

Dear **MR/MS.** \_\_\_\_\_:

This pertains to the Incident Report on \_\_\_\_\_ referred to our Agency by the Name of Office (LGU) on (date report submitted).

According to the report: *specify summary of the Incident report*

**List the violation/s, example.**

1. **Tampered Shipping Permit** – you have presented a copy of the Shipping Permit (SP) No. 063876 issued on September 10, 2020 by VQS- XYZ, for **fifteen (15) heads** of goats **to Batanes and to any point in Luzon**. VQS XYZ 's file or triplicate copy of the SP actually shows a quantity of five (5) heads of goats with Batanes as the sole destination address.
1. **Fake Veterinary Health Certificate submitted in the online SP application-** The Veterinary Health Certificate (ANNEX \_\_) submitted by \_\_\_\_\_ FARM on October 13, 2020, bears the following information:
  - VHC No: 2020-\_\_\_\_
  - Date of issue: 13 October 2020.
  - Issued by Dr. \_\_\_\_\_
  - Concurred by Dr. \_\_\_\_\_
  - Dr. \_\_\_\_\_ denied concurrence of VHC No. 2020-\_\_\_\_, she also said that the contact number listed in the VHC is not her number. Further, she confirmed that the signature of Dr. \_\_\_\_\_ was forged and that the email address listed is not his email address. She confirmed that the last recorded VHC concurrence of their office for \_\_\_\_\_ Farm was on 02 March 2020 with VHC control numbers 2020-\_\_\_\_ to 2212 and that the latest series number for VHC concurrence of their office is now at 2020-77\_.

Please be informed that the presentation of Tampered, Recycled or Fake documentation and Misdeclarations in the shipment were in violation of Section 8 of DA Administrative Order No.5 s.2019. Falsification of the Veterinary Health Certificate and Shipping Permit is a serious offense under BAI Memorandum Circular No. 23 of 08 June 2020 and other regulations.

In view of the above, you are hereby given **THREE ( 3) DAYS** from receipt of this notice to submit a verified answer and SHOW CAUSE why we should not permanently revoke or cancel the *BAI-NVQSD-Online Local Shipping Permit Issuance System account used in this transaction (For Online SP application violation)*, blacklist your name, revoke or cancel the BAI Transport Carrier Registration and Livestock Handlers License and take legal action against you for having falsified shipping documents.

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Pending resolution of this case, the local Shipping Permit issuance for your application and your BAI Transport Carrier Registration and Livestock Handlers License shall be Indefinitely SUSPENDED.

Failure to submit your answer / explanation within the specified period shall be a waiver of your right to submit the same, and Bureau shall resolve the above issues on the basis of available documents.

Very truly yours,

**NAME AND SIGNATURE OF RVQO/CHIEF**

*Designation*

Cc: BAI Director  
NVQSD Central Office  
Ms. Marites C. Gealone: [mcgealone@gmail.com](mailto:mcgealone@gmail.com)  
LGU Office (PVO/CVO/MVO)

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