



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 ORDER**

No. 16  
Series of 2022

**SUBJECT : USE OF ELECTRONIC INCIDENT FORMS IN REPORTING LOCAL SHIPMENT VIOLATIONS AND TAGGING OF INSPECTED SHIPMENTS IN THE OLSPIS WEBSITE**

To facilitate the reporting of local shipment violations in the transport of live animals, animal products and by-products within the country, and for the efficient collation of records, you are directed to utilize the following features of the BAI Online Local Shipping Permit Issuance System (OLSPIS):

1. Electronic Incident Report
2. Tagging of Inspected Shipments

The following detailed instructions are provided for your information and guidance:

**I. REPORTING**

1. To file an Incident Report, go to HOME page and select INSPECTION and click Domestic Incident Report;
2. Click the PLUS image to create new report:

	id	Report Code No	Date Time	Port of Entry	Violation Committed	App No	Date Issued
No data to display							

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3. Input your/reporter's position or designation;
4. Select Type of Shipper:  
Individual Shipper  
Shipper is an AUTHORIZED REPRESENTATIVE and/or AGENT of an INDIVIDUAL SHIPPER  
Shipper is an AUTHORIZED REPRESENTATIVE and/or AGENT of a JURIDICAL ENTITY (i.e. Corporation, Partnership, Cooperative, People's Organization, etc.)
5. Select Port of Entry whichever is applicable;
6. Select Port of Entry, Subport;

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7. Input violation committed;
8. Input Shipping Permit application number;
9. Enter Issue and validity date of Shipping Permit;
10. Input Shipper details (Name: First name, Middle name, Last name, Ext. name; ID/plate no; Name of permit issuer);
11. Click box if representative's name is the Shipper's name;
12. If representative, input details: (Name: First name, Middle name, Last name, Ext. name);
13. Input Type of Commodity;
14. Input Address of Shipper (Region, Province, Municipality, Barangay, Street, Full Address);
15. Input Animal Description;
16. Input Origin and Destination of Commodity (Region, Province, Municipality, Barangay, Street, Full Address);
17. Input Name of VQI/VQO (Name: First name, Middle name, Last name, Ext. name; Position);
18. Upload documents. Maximum of 4 megabytes file size per image;
19. Click submit button.
20. To add **ACTION TAKEN**:
  1. Click the greater than icon in number 1, and then click the PLUS icon in number 2.
  2. Input the action taken details and then click save.
21. To add **WITNESS**:
  1. Click the greater than icon in number 1 and then click the PLUS icon in number 2.
  2. Input the witnesses' details and then click save.

1.     181 0727221551021834 7/27/2022 Surigao Airport fake 1234567890 7/1/2022 7/7/2022

ACTION TAKEN WITNESSES

2.  id Report Code No Date Time Full Name Relationship

#	Report Code No	Date Time	Full Name	Relationship
417	0727221551021834	7/27/2022	Juan Dela Cruz	Tropa

## II. TAGGING OF INSPECTED SHIPMENTS

1. To tag and record inspected shipments, go to HOME page and select INSPECTION and click Shipping permit;
2. Click the PENCIL icon to start the inspection.

Inspection of Shipping Permits									
Enter text to search									
Drag a column header here to group by that column									
#	Status	Permit Number	Proposed Arrival Date	Company Name	Company Address	Origin	Destination	Category	Inspected
	Approved	181127110530586	Thursday, November 29, 2018	Depo Genetic Center	Zone 6, Sto. Nino 3rd, San Jose City, Nueva Ecija	Zone 6, Sto. Nino 3rd, San Jose City, Nueva Ecija	Quezon St. Mangatarem, Pangasinan	Animal Products	<input type="checkbox"/>

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3. Input the date of inspection.
4. Select the port of entry.
5. Select the sub port of entry.
6. In the ACTUAL ITEMS you are allowed to edit the actual item arrived in the port.
7. In the inspection passed option, select yes or no.
8. Click the SAVE REPORT button to save the record. A confirmation Pop up will appear, asking if the port of entry is the last destination of the shipment. Click Yes if the port of entry is the last destination otherwise click no.

**For strict compliance.**

Done this 10<sup>th</sup> day of August 2022.

  
**REILDRIN G. MORALES, DVM, MVPHMgt.**  
Officer-in-Charge, Director

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