Republic of the Philippines
Department of Agriculture
BUREAU OF ANIMAL INDUSTRY
5 Visayas Avenue, Barangay Vasra, Quezon City 1128

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MEMORANDUM CIRCULAR

No: ___01___

Series of 2024

SUBJECT: IMPLEMENTATION OF ONLINE APPLICATION FOR ANIMAL DISEASE MONITORING COMPLIANCE CERTIFICATE

In line with Section 6.7 of BAI Memorandum Circular No.19 s.2022, which provides that "ADMC shall be applied online and shall be issued by the BAI AHWD, upon completion and submission of the prescribed requirements," all applications for the Animal Disease Monitoring Compliance Certificate (ADMCC) to the BAI – Animal Health and Welfare Division (AHWD) shall be made **online** effective January 2024:

The procedure for online application is as follows:

1. Applicants may access the online form thru this link: https://shorturl.at/jIRU3.

2. Review the Privacy Policy and Data Privacy Notice and consent. By using the online form, it signifies that you have read and understood the policy and expressly consent to the processing of any personal and/or sensitive personal information that might be collected from you for the purpose provided in this notice. You understand and accept that this may include access to personal and/or sensitive personal data as provided under the Data Protection Act of 2012.

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3. The applicant or authorized representative fills in the following required entries in the online application form:
   a. Indicate the type of application. Check if it is a NEW or RENEWAL
   b. If RENEWAL, input previous ADMCC No. (example: 2309-2802-PO-997)
   c. Provide his/her personal information:
      - Surname
      - First Name
      - Middle Name
      - Email address
      - Mobile Number

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Animal Disease Monitoring Compliance Certificate (ADMCC) - Online Application Form

By filling out this online form, this imply that you consent and recognize the authority of the Department of Agriculture - Bureau of Animal Industry, to process your personal information pursuant to the Data Privacy Act and other applicable laws.

Switch accounts

The name, email address and photo associated with your Google Account will be recorded when you upload files and submit this form

* Indicates required question

Email *

☐ Record mark.anthony.julian21@gmail.com as the email to be included with my response

Type of Application: *

○ New

○ Renewal

If RENEWAL, Previous ADMCC No. *(example: 2309-2802-PO-997):*

Your answer

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The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form

* Indicates required question

Information of Applicant/Authorized Representative

Surname: *

Your answer

First Name: *

Your answer

Middle Name:

Your answer

Email Address *(the one you are using in filling-out this form, make sure this is valid* and working to edit your response in the future):

Your answer

Mobile Number *(11 Digits: example: 09xxxxxxxxx, do not use - or dash):* *

Your answer

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d. Input the name of the Farm/Facility Owner. It should be the same with the business permit and other farm/facility documents.
   o Surname
   o First Name
   o Middle Name

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e. Input the name of the Farm/Facility. It should be the same with the business permit and other farm/facility documents.
   o Name of Farm
   o Select the Type of Production:
      ▪ Poultry - Commercial Layer
      ▪ Poultry - Breeder Layer
      ▪ Poultry - Breeder Broiler
      ▪ Poultry – Quail
      ▪ Poultry – Duck
      ▪ Non-Poultry – Gamefowl
      ▪ Non-Poultry – Pigeon
      ▪ Non-Poultry – Aviary
      ▪ Swine
      ▪ Goat
      ▪ Sheep
      ▪ Cattle

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Animal Disease Monitoring Compliance Certificate (ADMCC) - Online Application Form

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* Indicates required question

Farm/Facility Information

This should be reflected in the business permit and other documents of the farm/facility.

Name of Farm/Facility: *

Your answer

Type of Production: *

○ Poultry - Commercial Layer
○ Poultry - Breeder Layer
○ Poultry - Breeder Broiler
○ Poultry - Quail
○ Poultry - Duck
○ Non-Poultry - Gamefowl
○ Non-Poultry - Pigeon
○ Non-Poultry - Aviary
○ Swine
○ Goat
○ Sheep
○ Cattle

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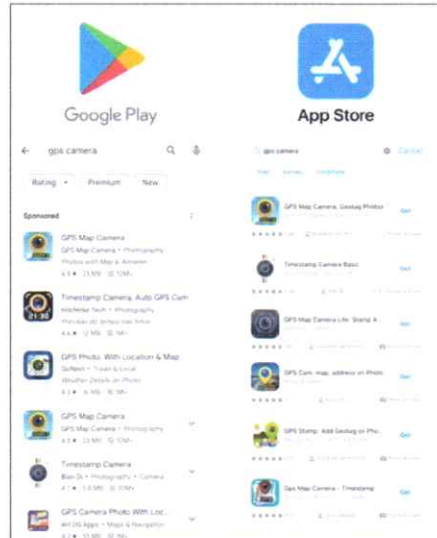This content is neither created nor endorsed by Google. Report Abuse - Terms of Service - Privacy Policy

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f. Provide the Farm/Facility Address and Location:
- o Barangay
- o City/Municipality
- o Province
- o Region
- o GPS Coordinates - Longitude (example: 121.04752)
- o GPS Coordinates - Latitude (example: 14.65655)

These GPS coordinates may be obtained using any smartphone. Instructions are provided in Annex 2.

Download any GPS Camera application in your android phone or iPhone.

SAMPLE PICTURE

Make sure that the picture contains the following information:

--------- Name of Farm/ Farm Owner
--------- Date and time the photo was taken
--------- Latitude and Longitude
--------- Address

Sample Picture
Sample Picture
19.12.2023 13:45
14.65574, 121.04664
M24W+7QR, Diliman, Quezon City, Metro Manila, Philippines

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The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form.

* Indicates required question

Farm/Facility Address and Location:

Barangay *(do not abbreviate):* *

Your answer

City/Municipality *(do not abbreviate):* *

Your answer

Province *(do not abbreviate):* *

Your answer

Region: *

- ⭘ CAR
- ⭘ I
- ⭘ II
- ⭘ III
- ⭘ NCR
- ⭘ IV-A
- ⭘ IV-B
- ⭘ V
- ⭘ VI
- ⭘ VII
- ⭘ VIII
- ⭘ IX
- ⭘ X
- ⭘ XI
- ⭘ XII
- ⭘ BARMM

Coordinates - Longitude *(example: 121.04752):* *

Your answer

Coordinates - Latitude *(example: 14.65655):* *

Your answer

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g. Provide the Veterinarian/Consultant Information:
- ○ Surname
- ○ First Name
- ○ Middle Name
- ○ Mobile number
- ○ PRC license number of veterinarian/consultants
- ○ The validity date of the PRC license

h. Upload the PRC ID of the Veterinarian/ Consultant (in PDF or image file type only of the FRONT and BACK - files size up to 10MB)

i. Upload Animal Facility Registration (AWA) Certificate (in PDF or image file type only - file size up to 10MB). Make sure that the documents are clear, valid, and not expired. Input the following information:
- ○ Animal Facility Registration (AWA) No. (as reflected in the certificate)
- ○ Animal Facility Registration (AWA) Validity Date (as reflected in the certificate)

j. Upload the signed ADMCC Inspection report provided by the BAI/DARFO/LGU inspector and input the Farm/Facility Inspection date.

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k. For poultry: upload Laboratory Test Results for Avian Influenza (and Salmonella, if applicable) and Certificate of Free Status - Avian Influenza (CFS-AI) (in PDF or image file type only). Provide the Laboratory Accession Number if samples were tested in BAI-ADDRL.

l. Upload Vaccination Program - signed by the Farm Veterinarian (in PDF or image file type only).

m. Upload Medication Program - signed by the Farm Veterinarian (in PDF or image file type only).

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* Indicates required question

Documentary Requirements

Make sure that the documents are valid and not expired. Upload clear copies of the documents.

(002) **Upload Animal Facility Registration (AWA) Certificate** *(in PDF or image file type only - file size up to 10MB)* *

⬆ Add file

Animal Facility Registration (AWA) No. *(this must be reflected in the certificate):* *

Your answer

Animal Facility Registration (AWA) Validity Date *(this must be reflected in the certificate):* *

Date
dd/mm/yyyy 🗓

(003) **Upload ADMCC Application Form and Inspection Form - conducted, completely filled-out and duly signed by inspector/s** *(in PDF or image file type only)* *

⬆ Add file

Date of Farm/Facility Inspection:

Date
dd/mm/yyyy 🗓

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(004) **Upload any of the following:**

*Laboratory Test Result for Avian Influenza (and Salmonella, if applicable)
*Certificate of Free Status - Avian Influenza (CFS-AI)

(in PDF or image file type only)

⬆ Add file

Laboratory Accession Number *(if samples were tested in BAI-ADDRL):*

Your answer

(005) **Upload Vaccination Program - signed by the Farm Veterinarian** *(in PDF or image file type only)* *

⬆ Add file

(006) **Upload Medication Program - signed by the Farm Veterinarian** *(in PDF or image file type only)* *
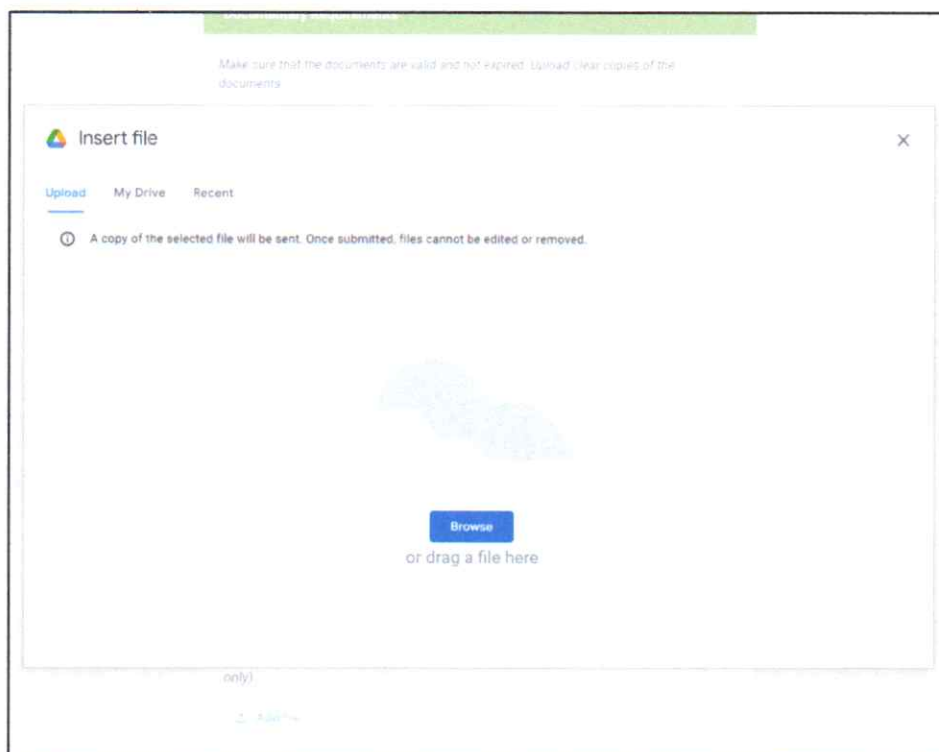
⬆ Add file

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n. Upload photos of the following as proof of Farm/Facility Biosecurity. A maximum of 3 photos per item may be uploaded in PDF or image file type only - files size up to 10MB. Take note that the evaluator/s, if needed, may request you to upload or re-upload photo/s by editing your response to this form.

- Fence
- Shower In - Shower Out
- Complete change of clothing and footwear
- Presence of footbaths and hand sprays
- Pest control program in place: fly, rat and cockroach
- Observe downtime (at least 1 night)
- Supplies decontamination of personal and farm supplies: UV, ozone, disinfection and/or fumigation
- Food items: No poultry and poultry products from outside
- Water chlorinated and regularly tested
- Feeds and feed bags not allowed to enter High Security Area
- Regular cleaning and disinfection
- Disposal of carcasses: covered
- No other animal species in the farm premises
- Protocol for biosecurity, health checks and monitoring
- Personnel log and daily time record, farm inventory (population and mortality) and farm production performance
- Tire dip/ vehicle spray
- Trucks washed and disinfected upon entry

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The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form.

Proof of Farm/Facility Biosecurity

Upload maximum of 3 photos per item, if applicable (in PDF or image file type only - files size up to 10MB).

Take note that the evaluator/s, if needed, may request you to upload or re-upload photo/s by editing your response to this form.

(007) **Fence**

⬆ Add file

(008) **Shower In - Shower Out**

⬆ Add file

(009) **Complete change of clothing and footwear**

⬆ Add file

(010) **Presence of footbaths and hand sprays**

⬆ Add file

(011) **Pest control program in place: fly, rat and cockroach**

⬆ Add file

(012) **Observe downtime (at least 1 night)**

⬆ Add file

(013) **Supplies decontamination of personal and farm supplies: UV, ozone, disinfection and/or fumigation**

⬆ Add file

(014) **Food items: No poultry and poultry products from outside**

⬆ Add file

(014) Food items: No poultry and poultry products from outside

⬆ Add file

(015) Water chlorinated and regularly tested

⬆ Add file

(016) Feeds and feed bags not allowed to enter High Security Area

⬆ Add file

(017) Regular cleaning and disinfection

⬆ Add file

(018) Disposal of carcasses: covered

⬆ Add file

(019) No other animal species in the farm premises

⬆ Add file

(020) Protocol for biosecurity, health checks and monitoring

⬆ Add file

(021) Personnel log and daily time record, farm inventory (population and mortality) and farm production performance

⬆ Add file

(022) Tire dip/ vehicle spray

⬆ Add file

(023) Trucks washed and disinfected upon entry

⬆ Add file

opy of your responses will be emailed to ahwd.vetepi@gmail.com.

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o. Review all information and click the submit button to complete your application. The AHWD shall receive a notification for your application, and will be evaluated within regular office hours.

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Your application has been submitted and will be evaluated.

In case there is any lacking and/or incorrect document/s and/or information, the evaluator will send you an email to provide the document/s and/or information.

You can complete and/or correct the document/s and/or information by editing the copy of your response sent to your email address used in filling-up this form.
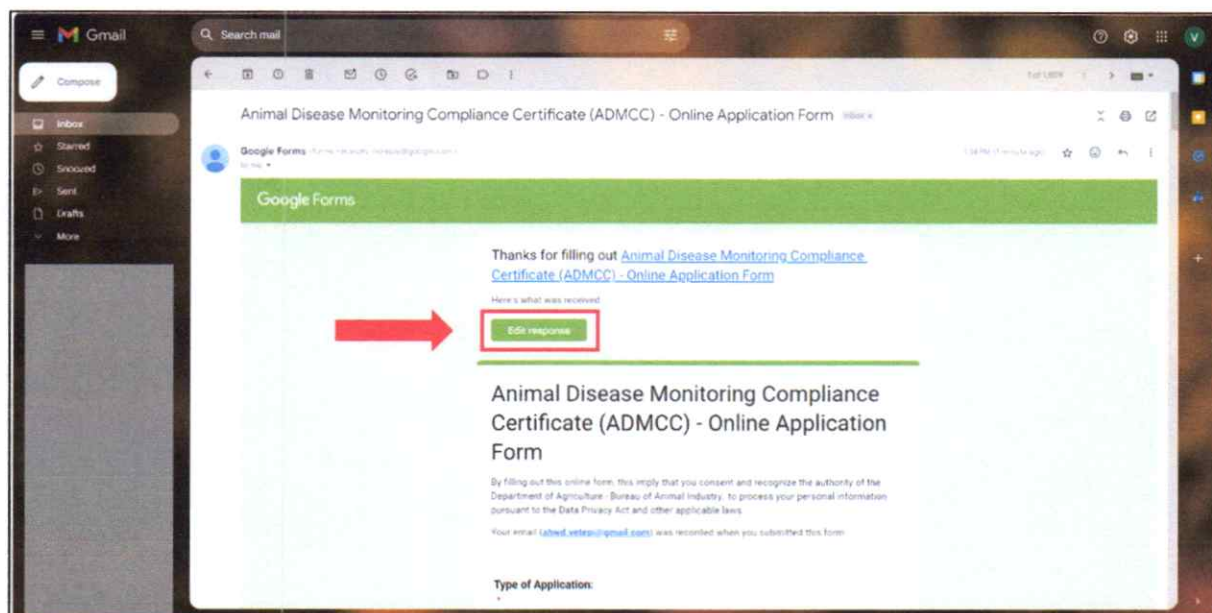
Thank you!

Edit your response

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If there is any lacking and/or incorrect document/s and/or information, the evaluator will send you an email to provide the document/s and/or information.

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You can complete and/or correct the document/s and/or information by editing the copy of your response sent to your email address used in filling-up the application form.

For information and guidance.

Done this __3rd__ day of __January__ 2024.

PAUL C. LIMSON, DVM
Director

Masaganang Agrikultura, Maunlad na Ekonomiya