



# **BUREAU OF ANIMAL INDUSTRY**

# **CITIZEN'S CHARTER**

**2024, 3RD EDITION**



## Agency Brief

The Bureau of Animal Industry (BAI), attached to the Department of Agriculture (DA), was created in 1930 by virtue of Act 3639 to investigate, study and report the cause of dangerous communicable diseases and the means of prevention, and in general to promote the development of the livestock industry. Moreover, the powers, functions and duties of then Bureau of Agriculture concerning domestic animals and animal diseases were transferred to and vested in BAI as enshrined in Section 5 of Act 3639.

Starting as a line Bureau, the BAI was relegated to a staff agency under the DA through the Executive Order (EO) 292 or the Administrative Code of 1987. Since then, succeeding laws have been passed to reaffirm the mandates of the previous laws which support the BAI's functions. These include: RA 1071 of 1954; Republic Act (RA) 8485 or the Animal Welfare Act; RA 9482 (Anti-Rabies Act of 2007); RA 10611 also known as the Food Safety Act; RA 10068 or the Organic Agriculture Act of 2010 and the EO 366 series of 2004 (Rationalization Plan).

BAI works under 3 main functions. These are the Regulatory, Research and Development, and Information, Education and Communication. Committed to performing these functions, BAI consists of five divisions in its central office namely: Animal Feeds, Veterinary Drugs and Biologics Control Division (AFVDBCD); Animal Health and Welfare Division (AHWD); Livestock Research and Development Division (LRDD); National Veterinary Quarantine Services Division (NVQSD) and Veterinary Laboratory Division (VLD).

Aside from the five divisions, BAI extends its mandates through the research development centers located at different parts of the country. These include National Swine and Poultry Research and Development Center (NSPRDC) located in Tiaong, Quezon; National Beef Cattle Research and Development Center in Busuanga, Palawan, General Tinio, Nueva Ecija, and in Malaybalay, Bukidnon; National Feed Resources Research and Development Center in Milagros, Masbate and National Small Ruminants Research and Development Center in Bagalupa Zamboanga del Sur.

In addition, BAI also has veterinary quarantine stations positioned at international and local airports and seaports nationwide to regulate inbound and outbound transfer of livestock animals and livestock products as well as to ensure that no exotic diseases can enter the country.

With these divisions, research and development centers as well as veterinary quarantine stations, BAI has been continuously committing to give its best to achieve its vision of “a premier agency for a vibrant and competitive animal industry towards food security by 2020.”



## I. Mandates

### **ACT 3639 - Creation of Bureau of Animal Industry of 1929**

The BAI was created on January 1, 1930 pursuant to Act 3639 to investigate, study and report the cause of dangerous communicable diseases and the means of prevention, and in general, to promote the development of the livestock industries.

### **Republic Act 1556- Livestock and Poultry Feeds Act of 1956**

Regulates and controls the manufacture, importation, labelling, advertising and sale of livestock and poultry feeds.

### **Presidential Decree 34 of 1972**

Regulates the granting of tax-free importation of breeder animals.

### **Executive Order 292- Administrative Code of 1987**

Defined the staff function of BAI to:

1. Formulate programs for the prevention control and eradication of animal diseases and for the development and expansion of the livestock and poultry industries to meet the growing requirement of the growing populace; • Recommend specific policies and procedures governing the flow of livestock product through the various stages of marketing as well as the proper preservation and inspection of such products;
2. Coordinate and monitor the activities and projects relating to livestock and allied industries;
3. Prescribe standards for quality in the manufacture importation, labeling, advertising, distribution and sale of livestock, poultry and allied industries; and
4. Recommend plans and programs, policies and regulations to the Secretary of Agriculture and provide technical assistance in the implementation of the same.

### **Executive Order 116, S. 1987**

Mandated the BAI to promote agricultural development by providing the policy framework, public investments and support services needed for domestic and export-oriented business enterprises.

### **Republic Act 8435 - Agriculture and Fisheries Modernization Act (AFMA) of 1997**

Modernized the agriculture and fisheries sectors of the country in order to enhance their profitability and prepare the said sectors for the challenges of globalization through an adequate, focused and rational delivery of necessary support services.



**Executive Order No. 296 of 2000**

Integrating the Personnel, Programs and Resources of the National Stud Farm with other Units/Agencies

**Executive Order 338, S. 2001**

Restructured the DA to align its offices and units in implementing its mandates consistent with the AFMA

**Executive Order 366, S. 2004**

Directing a strategic review of the operations and organizations of the executive branch and providing options and incentive for government employees who may be affected by the rationalization of functions and agencies of the Executive Branch.

**Republic Act 9482 – The Anti Rabies Act of 2007**

Tasked the BAI in leading the control and eradication of animal and human rabies.

**Republic Act 9729- Climate Change Act of 2009**

Mainstreams climate change into government policy formulations.

**Republic Act 10068 – Organic Agriculture Act of 2010**

The BAI was mandated to promote, propagate, further develop and implement the practice of organic livestock in the country.

**Republic Act 10611- Food Safety Act of 2013**

Specifically tasked the BAI to undertake specific responsibility for food derived from animals including eggs and honey production.

**Joint DOH and DA Administrative Oder NO. 2013-0026, s.2013**

Tasked the BAI to regulate the registration of veterinary drugs and products, licensing of veterinary establishments, monitoring of veterinary drugs and products and establishments; Ordered BAI to issue import permits for veterinary products.

**Republic Act 8485 – Animal Welfare Act of 1998 as Amended by RA 10631 of 2013**

Promotion of animal welfare in the Philippines.

**II. Vision**

A premier agency for a vibrant and competitive animal industry towards food security by 2020.



### III. Mission

To make the animal industry productive and profitable under a sustainable environment through sound policies, programs, research and services on animal production, post-harvest, health and welfare

### IV. Core Values

**Proactive.** We have initiative.

**Integrity.** We do what we say and what is legal.

**Excellence.** We commit to give the best in our work and satisfy our client.

**Collaboration.** We work together.

**Accountability.** We take responsibility of our actions.



## **V. Service Pledge**

**We, the Bureau of Animal Industry officials and staff, with the guidance of the God Almighty, commit ourselves to:**

**Assist clients efficiently and proactively from Monday through Friday beginning at 8:00 A.M. until 5:00**

**P.M. and to render overtime service as necessary;**

**Value people with special attention such as elderly, disabled and expectant mothers by providing courtesy lanes;**

**Deploy frontline action officers appropriately;**

**Disseminate current information on our policies, programs, and services;**

**Promptly address every service-related concerns; and**

**Timely release of laboratory results and regulatory documents.**

**The Bureau pledge to serve with integrity and excellence for all these commitments.**



## List of Services

### Bureau of Animal Industry (BAI) Central Office

#### External Services- Regulatory

#### Animal Health and Welfare Division (AHWD)

1. Registration of Animal Event Veterinarians
2. Registration of Animal Event Organizer
3. Application for Animal Event Clearance
4. Application for Animal Research Permit
5. Application for License to Operate as Animal Facility (Certificate of Registration)
6. Application for Animal Disease Monitoring Compliance Certificate
7. Application for Swine Breeder Farm Certificate of Registration
8. Application for Small Ruminant Breeder Farm Certificate of Registration
9. Application for Beef Cattle Breeder Farm Certificate of Registration
10. Application for Gamefowl Breeder Farm Certificate of Registration
11. Application for Good Animal Husbandry Practices (GAHP) Certificate of Registration
12. Application for Poultry Hatchery Certification
13. Application for Certificate of Free Status - Avian Influenza
14. Application for Certificate of Free Status - African Swine Fever
15. Application for Pigeon Club Certificate of Registration
16. Application for Livestock, Poultry and By-Products Handlers License
17. Application for Livestock, Poultry and By-Products Transport Carrier Certificate of Registration

#### Animal Feeds, Veterinary Drugs and Biologics Control Division

1. Issuance of License-To-Operate (LTO) Feed Establishment Online Application
2. Issuance of License-To-Operate (LTO) VDAP Establishment Online Application
3. Issuance of Certificate of Feed Product Registration (CFPR)



4. Issuance of Certificate of Product Registration of Feed Premixes and Water Soluble Supplements (CPR-VDAP)
5. Electronic Issuance of Sanitary/Phytosanitary Import Clearance (SPSIC)
6. Issuance of Export Commodity Clearance (ECC)

### **National Veterinary Quarantine Services Division**

1. Accreditation of Commercial Importers/Exporters of Live Animals, Animal Products and By-Products (except frozen meat)
2. Online Issuance of SPS Import Clearance for Animal Products and By-Products
3. Online Issuance of SPS Import Clearance for Live Animals (except dogs and cats)
4. Issuance of Veterinary Health Certificate/International Veterinary Certificate for the Export of Live Animals (except dogs and cats)
5. Issuance of Veterinary Health Certificate/International Veterinary Certificate for the Export of Animal Products (Fully Processed Products including Canned Goods and Frozen Poultry)
6. Issuance of Commodity Clearance Certificate
7. Issuance of Veterinary Health Certificate/International Veterinary Certificate for the Export of Dogs and Cats
8. Issuance of Local Shipping Permit for Live Animals, Animal Products and By-Products
9. Issuance of Import Permit for Dogs and Cats

### **Veterinary Laboratory Division**

1. Animal Disease Diagnostic Services
2. Chemical Feed Analysis and Veterinary Drug Assay Services
3. Official Accreditation of Veterinary Diagnostic Laboratories

### **External Services- Production Support**

#### **Livestock Research and Development Division**

1. Serves as Resource Speaker in Seminars/Training
2. Providing Technical Advice on Livestock Production (Walk-in)
3. Availing Biogas Technology Demonstration Unit (Single Project)
4. Availing Biogas Technology Demonstration Unit (Collaborative Project)



5. Regular Training Courses
6. Meat Processing Demonstration
7. Plant Visit
8. Tailor Made Training
9. On-the-job training at Slaughterhouse or Meat Processing Plant
10. Acceptance of Practicum Students in Meat Processing
11. Technical Advisory Services

### **Farm Operations Group**

1. Bull Semen Distribution
2. Pasture Seeds/Seedling Distribution
3. Liquid Nitrogen (LN2) Distribution
4. Technology Generation through Research and Development for Swine and Poultry

### **Administrative Services**

#### **Accounting Section**

1. Processing of Disbursement Vouchers (DV)
2. Processing of Purchase Order (PO), Contract of Service (COS) and Memorandum of Agreement (MOA)
3. Processing of Disbursement Vouchers (DV)- Payroll-Salaries
4. Processing of Taxation/Remittances
5. Processing of Order of Payment

#### **Property Unit**

1. Recording of Receipt, Inspection and Acceptance of Goods and Property, Plant and Equipment (PPE)

#### **Personnel Section**

1. Issuance of Certification
2. Issuance of Service Record
3. Processing of Travel Order Request
4. Processing of Application for Leave



### **Cashier Unit**

1. Collecting and Reporting of Payments/ Fees
2. Processing of Salaries/ Allowances & Other Benefits
3. Processing of Disbursement Voucher through LDDAP-ADA/Checks and Releasing of checks

### **Procurement Management Section**

1. Procurement System Procedure For Goods, Services, Equipment And Infrastructure



# EXTERNAL SERVICES



# **Animal Health and Welfare Division (AHWD)**

## **External Services - Regulatory**



## 1. REGISTRATION OF ANIMAL EVENT VETERINARIAN

Registration of Animal Event Veterinarians in compliance with R.A. 8485 as amended by R.A. 10631 (Animal Welfare Act) as detailed in BAI MC No. 17, Series of 2022. The purpose of this Circular is to protect and promote the welfare of all live animals in animal-related events and to set out the responsibilities of person in-charge, taking into consideration the animal's need for suitable environment, for proper diet, to be able to exhibit normal patterns of behavior, to be guarded against fearful and distressful situation and to be protected from pain, suffering, injury and disease.

Animal-related events shall adhere to the veterinary public health precepts, laws, rules and regulations.

Validity of Certificate of Registration: 1 year

|   |   |   |                        |                           |
|---|---|---|------------------------|---------------------------|
| <b>Office or Division:</b>  | ANIMAL HEALTH AND WELFARE DIVISION (AHWD)   |   |                        |                           |
| <b>Classification:</b>  | Simple  |   |                        |                           |
| <b>Type of Transaction:</b>   | G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government |   |                        |                           |
| <b>Who may avail:</b>   | Licensed Veterinarians  |   |                        |                           |
| <b>CHECKLIST OF REQUIREMENTS</b>  |   | <b>WHERE TO SECURE</b>  |                        |                           |
| 1. 1x1 ID Picture (2 pcs)   |   | c/o Applicant   |                        |                           |
| 2. Photocopy of PRC ID and PTR  |   | c/o Applicant   |                        |                           |
| 3. Filled-out Animal Event Veterinarian Examination                         |   | BAI Dome / BAI Website ( <a href="http://www.bai.gov.ph">www.bai.gov.ph</a> ) |                        |                           |
| 4. Filled-out RF AHWD-83 Application for Registration of Event Veterinarian |   | BAI Dome / BAI Website ( <a href="http://www.bai.gov.ph">www.bai.gov.ph</a> ) |                        |                           |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTIONS</b>   | <b>FEES TO BE PAID</b>  | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b> |

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|   |   |                                    |            |   |
|---|---|------------------------------------|------------|---|
| 1. Submit duly filled-out application form and complete set of required document including a filled-out Animal Event Veterinarian Examination at the BAI dome | 1. Evaluate filled out Application Form and attached documentary requirements<br><br><i>If complete, proceed to next step. If incomplete, return the documents and inform the client of lacking documents and next steps.</i> | None                               | 10 minutes | <i>Administrative Assistant,<br/>Livestock Inspector</i>      |
|   | 1.2. Receive and record filled-out application form   | None                               | 10 minutes | <i>Administrative Assistant,<br/>Livestock Inspector</i>      |
|   | 1.3. Check animal show veterinarian examination result  | None                               | 1 hour     | <i>Administrative Assistant,<br/>Livestock Inspector</i>      |
|   | 2. Prepare Certificate of Registration  | None                               | 30 minutes | <i>Administrative Assistant,<br/>Livestock Inspector</i>      |
|   | 3. Review and sign for the Approval of Certificate  | None                               | 30 minutes | <i>Animal Welfare Unit Head/AFRS Section Head</i>             |
|   | 3.1. Sign the Certificate of Registration   | None                               | 1.5 hours  | <i>Assistant Director for Regulations and Disease Control</i> |
| 2. Secure Order of Payment  | 4. Prepare Order of Payment   | Registration Fee - PHP 100.00/year | 15 minutes | <i>Accounting Unit</i>  |

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|   |  |      |                                     |  |
|---|--|------|-------------------------------------|--|
| 3. Pay corresponding Fee and get Official Receipt                   | 5. Issue Official Receipt              | None | 15 minutes                          | <i>Cashier</i>   |
| 4. Present Official Receipt and receive Certificate of Registration | 6. Release Certificate of Registration | None | 10 minutes                          | <i>Administrative Assistant,<br/>Livestock Inspector</i> |
|   |  |      | <b>Total: 4 hour and 30 minutes</b> |  |
| <b>END OF TRANSACTION</b>   |  |      |                                     |  |



## 2. REGISTRATION OF ANIMAL EVENT ORGANIZER

Issuance of Animal Show Organizer Certificate in compliance with R.A. 8485 as amended by R.A. 10631 (Animal Welfare Act) as detailed in BAI MC No. 17, Series of 2022. The purpose of this Circular is to protect and promote the welfare of all live animals in animal related events and to set out the responsibilities of person in-charge, taking into consideration the animal's need for suitable environment, for proper diet, to be able to exhibit normal patterns of behavior, to be guarded against fearful and distressful situation, and to be protected from pain, suffering, injury and disease.

Animal-related events shall adhere to the veterinary public health precepts, laws, rules and regulations.

Validity of Certificate of Registration: 1 year

|   |   |   |
|---|---|---|
| <b>Office or Division:</b>                                  | ANIMAL HEALTH AND WELFARE DIVISION (AHWD)   |   |
| <b>Classification:</b>                                      | Simple  |   |
| <b>Type of Transaction:</b>                                 | G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government   |   |
| <b>Who may avail:</b>                                       | Any person, association, partnership, corporation, cooperative or any government agency or instrumentality who conducts activities/shows involving live animals |   |
| <b>CHECKLIST OF REQUIREMENTS</b>                            |   | <b>WHERE TO SECURE</b>                  |
| 1. 1x1 ID Picture (2 pcs)                                   |   | c/o Applicant                           |
| 2. Photocopy of Mayor's Permit for renewal registration     |   | Respective Local Government Units       |
| 3. Photocopy of Business Name Registration with DTI/SEC/CDA |   | DTI,SEC or CDA, whichever is applicable |
| 4. Legal Basis/Ordinance/Citizen's Charter (for government  |   | Respective government office            |

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| agencies)  |   |   |                 |  |
|--|---|---|-----------------|--|
| 5. Filled up RF-AHWD-04 Animal Facilities Application Form   |   | BAI Dome / BAI Website (www.bai.gov.ph) |                 |  |
| CLIENT STEPS   | AGENCY ACTIONS  | FEES TO BE PAID                         | PROCESSING TIME | PERSON RESPONSIBLE   |
| 1. Submit duly filled up application form and complete set of documentary requirements at the BAI dome | 1. Evaluate filled out Application Form and attached documentary requirements<br><br><i>If complete, proceed to next step. If incomplete, return the documents and inform client of lacking documents and next steps.</i> | None                                    | 10 minutes      | <i>Administrative Assistant, Livestock Inspector</i>                       |
|  | 1.2. Receive and record filled-up application form and attached documentary requirements  | None                                    | 10 minutes      | <i>Administrative Assistant, Livestock Inspector</i>                       |
|  | 1.3. Prepare Certificate of Registration  | None                                    | 20 minutes      | <i>Administrative Assistant, Livestock Inspector</i>                       |
|  | 1.4. Review and Sign for Approval of Certificate  | None                                    | 30 minutes      | <i>Animal Welfare Unit Head, Animal Facilities Regulation Section Head</i> |
|  | 1.5. Sign for Approval of Certificate   | None                                    | 1.5 hours       | <i>Assistant Director for Regulations and Disease Control</i>              |
| 2. Secure Order of Payment   | 2. Prepare Order of Payment   | Registration Fee - PHP 100.00/year      | 10 minutes      | <i>Accounting Unit</i>   |

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|   |  |      |                                      |  |
|---|--|------|--------------------------------------|--|
| 3. Pay corresponding fee and get Official Receipt                   | 3. Issue Official Receipt              | None | 10 minutes                           | <i>Cashier Unit</i>                                  |
| 4. Present Official Receipt and receive Certificate of Registration | 4. Release Certificate of Registration | None | 10 minutes                           | <i>Administrative Assistant, Livestock Inspector</i> |
|   |  |      | <b>Total: 3 hours and 10 minutes</b> |  |
| <b>END OF TRANSACTION</b>   |  |      |                                      |  |



### 3. APPLICATION FOR ANIMAL EVENT CLEARANCE

Issuance of Animal Show Permit in compliance with R.A. 8485 as amended by R.A. 10631 (Animal Welfare Act) as detailed in BAI MC No. 17, Series of 2022. The purpose of this Circular is to protect and promote the welfare of all live animals in animal-related events and to set out the responsibilities of person in-charge, taking into consideration the animal's need for suitable environment, for proper diet, to be able to exhibit normal patterns of behavior, to be guarded against fearful and distressful situation, and to be protected from pain, suffering, injury and disease.

Animal-related events shall adhere to the veterinary public health precepts, laws, rules and regulations.

Validity of Clearance: Per DAY of the intended animal event

|                             |   |   |
|-----------------------------|---|---|
| <b>Office or Division:</b>  | ANIMAL HEALTH AND WELFARE DIVISION (AHWD)   |   |
| <b>Classification:</b>      | Simple  |   |
| <b>Type of Transaction:</b> | G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government   |   |
| <b>Who may avail:</b>       | Any person, association, partnership, corporation, cooperative or any government agency or instrumentality who conducts activities/shows involving live animals |   |
|                             | <b>CHECKLIST OF REQUIREMENTS</b>  | <b>WHERE TO SECURE</b>                  |
|                             | 1. Filled-up RF-AHWD-01 Animal Event Request Form   | BAI Dome / BAI Website (www.bai.gov.ph) |
|                             | 2. Filled-up RF-AHWD-02 Animal Event Veterinarian Agreement Form  | BAI Dome / BAI Website (www.bai.gov.ph) |
|                             | 3. Event organizer should be registered with BAI  | N/A                                     |
|                             | 4. Show should be monitored by at least two (2) registered animal-event veterinarians   | N/A                                     |

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| CLIENT STEPS  | AGENCY ACTIONS   | FEES TO BE PAID                 | PROCESSING TIME | PERSON RESPONSIBLE   |
|---|--|---------------------------------|-----------------|--|
| 1. Submit duly filled-out application form and complete set of documentary requirements at the BAI dome | 1.1. Evaluate filled up Application Form and attached required documents<br><br><i>If complete, proceed to next step. If incomplete, return the documents and inform client of lacking documents and next steps.</i> | None                            | 10 minutes      | <i>Administrative Assistant Livestock Inspector</i>                            |
|   | 1.2. Receive and record application form and attached documentary requirements   | None                            | 10 minutes      | <i>Administrative Assistant Livestock Inspector</i>                            |
|   | 1.3. Prepare Animal Event Clearance  | None                            | 10 minutes      | <i>Administrative Assistant, Livestock Inspector</i>                           |
|   | 1.4. Review and Sign for the Approval of Clearance   | None                            | 30 minutes      | <i>Animal Welfare Unit Head/<br/>Animal Facilities Regulation Section Head</i> |
|   | 1.5. Sign for the approval of Clearance  | None                            | 1.5 hours       | <i>Assistant Director for Regulations and Disease Control</i>                  |
| 2. Secure Order of Payment  | 2. Prepare Order of Payment  | Permit Fee<br>PHP<br>100.00/day | 10 minutes      | <i>Accounting Unit</i>   |

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|  |                                   |      |                       |   |
|--|-----------------------------------|------|-----------------------|---|
| 3. Pay corresponding fee and get Official Receipt              | 3. Issue Official Receipt         | None | 10 minutes            | <i>Cashier Unit</i>                                 |
| 4. Present Official Receipt and receive Animal Event Clearance | 4. Release Animal Event Clearance | None | 10 minutes            | <i>Administrative Assistant Livestock Inspector</i> |
|  |                                   |      | <b>Total: 3 hours</b> |   |
| <b>END OF TRANSACTION</b>                                      |                                   |      |                       |   |



#### 4. APPLICATION FOR ANIMAL RESEARCH PERMIT

Issuance of Animal Research Permit as per Administrative Order No. 40 (Rules and Regulations on the Conduct of Scientific Procedures Using Animals) in compliance with R.A. 8485 as amended by R.A. 10631 (Animal Welfare Act).

Validity of the Research permit: per scientific research

|   |   |   |                        |                           |
|---|---|---|------------------------|---------------------------|
| <b>Office or Division:</b>  | ANIMAL HEALTH AND WELFARE DIVISION (AHWD)   |   |                        |                           |
| <b>Classification:</b>  | Simple  |   |                        |                           |
| <b>Type of Transaction:</b>   | G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government   |   |                        |                           |
| <b>Who may avail:</b>   | Any private or government entity (i.e., person, partnership, organization, establishment, firm, cooperative, corporation, association including medical, dental, allied, research, academic and/or scientific institutions) who conducts scientific procedure |   |                        |                           |
| <b>CHECKLIST OF REQUIREMENTS</b>  |   | <b>WHERE TO SECURE</b>                  |                        |                           |
| 1. Filled-out RF AHWD-05 Animal Research Permit Form  |   | BAI Dome / BAI Website (www.bai.gov.ph) |                        |                           |
| 2. Laboratory Facility where the scientific procedure will be conducted should be registered at BAI |   | BAI Dome / BAI Website (www.bai.gov.ph) |                        |                           |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTIONS</b>   | <b>FEES TO BE PAID</b>                  | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b> |

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|   |   |  |            |   |
|---|---|--|------------|---|
| 1. Submit duly filled-out application form and complete set of documentary requirements at the BAI dome | 1.1. Evaluate filled up Application Form.<br><br><i>If complete, proceed to the next step. If incomplete, return the documents and inform the client of lacking documents and next steps.</i> | None                                       | 10 minutes | <i>AHWD Staff</i>   |
| None  | 1.2. Receive and record filled-up application form and attached documentary requirements  | None                                       | 10 minutes | <i>Administrative Assistant, Livestock Inspector</i>                      |
| None  | 1.3. Prepare Animal Research Permit   | None                                       | 15 minutes | <i>Administrative Assistant, Livestock Inspector</i>                      |
| None  | 1.4. Review and Sign for Approval of Permit   | None                                       | 30 minutes | <i>Animal Welfare Unit Head/Animal Facilities Regulation Section Head</i> |
| None  | 1.5. Sign for the approval of Animal Research Permit  | None                                       | 1.5 hours  | <i>Assistant Director for Regulations and Disease Control</i>             |
| 2. Secure Order of Payment  | 2. Prepare Order of Payment   | Application Fee<br>PHP 100.00/<br>research | 10 minutes | <i>Accounting Unit</i>  |
| 3. Pay corresponding fee and get Official Receipt   | 3. Issue Official Receipt   | None                                       | 10 minutes | <i>Cashier Unit</i>   |

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|  |                                   |      |                                      |  |
|--|-----------------------------------|------|--------------------------------------|--|
| 4. Present Official Receipt and receive Animal Research Permit | 4. Release Animal Research Permit | None | 10 minutes                           | <i>Administrative Assistant, Livestock Inspector</i> |
|  |                                   |      | <b>Total: 2 hours and 55 minutes</b> |  |
| <b>END OF TRANSACTION</b>                                      |                                   |      |                                      |  |



## 5. APPLICATION FOR LICENSE TO OPERATE AS ANIMAL FACILITY (CERTIFICATE OF REGISTRATION)

Registration of Animal Facilities (production stages) in compliance with R.A. 8485 as amended by R.A. 10631 (Animal Welfare Act), RA 10611 (Food Safety) and Act 3639. The compliance shall satisfy legal and technical requirements, through actual inspection and laboratory testing to determine animal health status, to be certified by the veterinary authority. Supplemental issuances include DA AC No. 4, Series of 2015 and BAI MC No. 19, Series of 2022.

### Schedule of Fees:

| ANIMAL FACILITIES   | INITIAL<br>One Year<br>(PHP Peso) | RENEWAL<br>Three Years<br>(PHP Peso) |
|---|-----------------------------------|--------------------------------------|
| <b>Livestock</b> (Facilities utilized for food production and draught purposes)   |                                   |                                      |
| Poultry (Broiler, Layer, Breeder, Hatchery, Duck and Quail); Swine/Cattle/Small Ruminants; Crocodile Farm   | <b>1,000.00</b>                   | <b>3,000.00</b>                      |
| Slaughterhouse/Poultry Dressing Plant; Stockyard/Coral/Stockfarm/Stud Farm  | <b>500.00</b>                     | <b>1,500.00</b>                      |
| Rabbit/ Buffalo/Ostrich/Apiary/Other Livestock and Poultry Facility   | <b>300.00</b>                     | <b>900.00</b>                        |
| <b>Non-Livestock</b> (Facilities for recreational, education, scientific, safety, security, public health and other purposes)   |                                   |                                      |
| Zoo and Aquarium/Primate Facility   | <b>1,000.00</b>                   | <b>3,000.00</b>                      |
| Kennel/ Cattery/ Pet Shop/ Pet Bird-Aviary; Race track/ Equestrian  | <b>500.00</b>                     | <b>1,500.00</b>                      |
| Grooming/ Boarding and Recreation/ Small Pet Animal Facility/ Other Companion Pet Facility; Surgical and Non-surgical/ Veterinary Hospital/ Mobile Veterinary Clinic/ Other Veterinary Facility; Gamefowl/ Pigeon Racing/ Other Sports Leisure and Gaming Facility; Other Animal Control Facility; Laboratory Animal/ Other Laboratory Animal Facility; Working Dog Facility/ Service Dog Provider for PWD/ Other Working Service Animal Facility; Wildlife Rescue Center/ Wildlife Conservation Breeding Center/ Wildlife Hobbyist/ Other Captive Wildlife Facility; | <b>300.00</b>                     | <b>900.00</b>                        |

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|   |               |               |
|---|---------------|---------------|
| Pound/ Shelter  | <b>200.00</b> | <b>600.00</b> |
| <b>Live Animal Market/ Transportation</b> (Facilities for selling/ buying/ trading or transport of live animals)  |               |               |
| Public Market (Live Animal)/ Live Animal Market/ Livestock Auction Market/ Other Live Animal Selling Trading Facility; Live Animal Transport (Land Transport Vehicle, Water Transport Carrier/ Air Transport Carrier) | <b>300.00</b> | <b>900.00</b> |

Surcharge Fee: Upon renewal, a surcharge of 50% of the amount due shall be levied on every expired registration certificate.

Validity of Certificate: 1 year (Initial) / 3 years (renewal)

|   |  |   |
|---|--|---|
| <b>Office or Division:</b>  | ANIMAL HEALTH AND WELFARE DIVISION (AHWD)  |   |
| <b>Classification:</b>  | Complex transaction  |   |
| <b>Type of Transaction:</b>   | G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government  |   |
| <b>Who may avail:</b>   | Any person, association, partnership, corporation, cooperative or any government agency or instrumentality establishing, maintaining and operating any types of animal facility or establishment |   |
| <b>CHECKLIST OF REQUIREMENTS</b>  |  | <b>WHERE TO SECURE</b>  |
| 1. Filled-out RF-AHWD-04 Animal Facilities Application Form                                       |  | BAI Dome / BAI Website ( <a href="http://www.bai.gov.ph">www.bai.gov.ph</a> ) |
| 2. Copy of DTI Business Registration/ SEC/CDA Registration/ Ordinance or Mandate of Establishment |  | DTI, SEC, CDA, Respective government office                                   |
| 3. Copy of valid PRC and PTR of the facility Veterinarian   |  | c/o Applicant   |

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|  |                       |                        |                        |                           |
|--|-----------------------|------------------------|------------------------|---------------------------|
| 4. ID Picture of Owner/General Manager/Veterinarian  |                       | c/o Applicant          |                        |                           |
| 5. Copy of Notarized Employment Contract /Memorandum of Agreement/Appointment Order of the Veterinarian  |                       | c/o Applicant          |                        |                           |
| 6. Copy of Location Map and Lay-out Plan of the facility   |                       | c/o Applicant          |                        |                           |
| 7. Copy of Environment Clearance Certificate (ECC)/Certificate of Non-Coverage (CNC) from the DENR – Environmental Management Bureau   |                       | c/o Applicant          |                        |                           |
| 8. Copy of Certificate of Attendance from Animal Welfare Seminar Conducted by BAI/DA-RFOs or other BAI-recognized Organization   |                       | c/o Applicant          |                        |                           |
| 9. Other Specific Documentary Requirements:<br><br>-Valid S2 license of the Veterinarian for Veterinary Facility, Shelter, Pound or Laboratory Animal Facility (Except Laboratory Animal Production Facility)<br><br>-Animal Care and Use Program (ACUP) and Institutional Animal Care and Use Committee (IACUC) for Laboratory Animal Facility (Except Laboratory Animal Production Facility)<br><br>-DENR-Biodiversity Management Bureau Certificate of Wildlife Registration (CWR)/Wildlife Farm Permit (WFP) for Captive Wildlife Facility |                       | c/o Applicant          |                        |                           |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTIONS</b> | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b> |

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|   |   |             |  |   |
|---|---|-------------|--|---|
| <p>1. Submit the complete set of documentary requirements at the BAI dome/official website or email</p>   | <p>1.1. Receive documents, check for completeness and record.</p> <p><i>If complete, proceed to next step. If incomplete, return the documents and inform client of lacking documents and next steps.</i></p>   | <p>None</p> | <p>30 minutes</p>                                    | <p><i>Administrative Assistant,<br/>Livestock Inspector</i></p> |
|   | <p>1. 2. Conduct technical review and evaluate application</p>  | <p>None</p> | <p>2 hours</p>                                       | <p><i>Administrative Assistant,<br/>Livestock Inspector</i></p> |
| <p>2. Ask for schedule of inspection and evaluation of facility</p>   | <p>2.1. Schedule the inspection or endorse to respective DARFO for inspection. Inform the applicant of the action taken (schedule or endorsement)</p>   | <p>None</p> | <p>4 hours and 5 minutes</p>                         | <p><i>Administrative Assistant,<br/>Livestock Inspector</i></p> |
| <p>3. Assist inspectors during inspection of facility of facility and presents relevant documents for compliance to RA 8485, Act 3639 and other BAI existing policies</p> | <p>3.1. Conduct farm inspection, prepare inspection report and inform client of the results of inspection.</p> <p><i>If passed the inspection requirements, proceed to issuance of Certificate.</i></p> <p><i>If the facility is not compliant to Animal Health and Welfare provisions, address non-conformances and schedule for re inspection. If it is still non-compliant after</i></p> | <p>None</p> | <p>5 working days (downtime and inspection only)</p> | <p><i>AHWD Inspectors /<br/>RAWOs</i></p>                       |

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|   |   |                 |   |  |
|---|---|-----------------|---|--|
|   | <i>re-inspection, the facility should re-apply.</i> |                 |   |  |
|   | 3.2. Prepare Certificate of Registration            | None            | 20 minutes                                  | <i>Administrative Assistant,<br/>Livestock Inspector</i> |
|   | 3.3. Review and Sign for Approval of Certificate    | None            | 2 hour                                      | <i>AHWD Chief</i>  |
| 4. Receive Order of Payment   | 4. Prepare Order of Payment                         | See table above |   |  |
| 5. Pay corresponding fee and get Official Receipt                   | 5. Issue Official Receipt                           | None            | 5 minutes                                   | <i>Cashier Unit</i>                                      |
| 6. Present Official Receipt and receive Certificate of Registration | 6. Release Certificate of Registration              | None            | 10 minutes                                  | <i>Administrative Assistant,<br/>Livestock Inspector</i> |
|   |   |                 | <b>Total: 6 days, 1 hour and 25 minutes</b> |  |
| <b>END OF TRANSACTION</b>   |   |                 |   |  |



## 6. APPLICATION FOR ANIMAL DISEASE MONITORING COMPLIANCE CERTIFICATE

Act 3639 mandates the BAI to lead the disease surveillance and monitoring, disease prevention and control activities and formulation of policies to ensure better animal health situations. BAI may issue a policy depending on the disease situation as backed up by research and studies. The compliance shall meet technical requirements, through actual inspection and laboratory testing to determine animal health status, to be certified by the veterinary authority. Supplemental issuances include DA AO No. 5, Series of 2019 and BAI MC No. 19, Series of 2022.

Validity of Certificate: 6 months (may change without prior notice)

|                             |   |                        |
|-----------------------------|---|------------------------|
| <b>Office or Division:</b>  | ANIMAL HEALTH AND WELFARE DIVISION (AHWD)   |                        |
| <b>Classification:</b>      | Simple  |                        |
| <b>Type of Transaction:</b> | G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government |                        |
| <b>Who may avail:</b>       | Livestock and Poultry Owners, all persons who will travel with animals                    |                        |
|                             | <b>CHECKLIST OF REQUIREMENTS</b>  | <b>WHERE TO SECURE</b> |
|                             | 1. Filled-out RF-AHWD-123ADMC Application Form  | AHWD/RFO               |
|                             | 2. Copy of Animal Facility Registration Certificate                                       | c/o Applicant          |
|                             | 3. Inspection Report signed by LGU/DARFO veterinarian                                     | LGU/DARFO/BAI          |

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| 4. Copy and Original Laboratory Results (within 1 month from the date of release)<br><br>Poultry/Avian Species<br><br><ul style="list-style-type: none"> <li>· Avian Influenza</li> <li>· Salmonellosis (for breeders) Swine (for breeders only)</li> <li>· Porcine Reproductive and Respiratory Syndrome</li> <li>· Pseudorabies virus infection</li> <li>· Brucellosis Cattle (for breeders only)</li> <li>· Bovine Tuberculosis</li> <li>· Surra</li> <li>· Brucellosis Small ruminant (for breeders only)</li> <li>· Caprine Arthritis and Encephalitis · Bluetongue virus infection</li> <li>· Paratuberculosis / Johne's Disease</li> <li>· Brucellosis</li> </ul> |  | Government Laboratories (ADDRL/RADDLs/LGUs), BAI accredited laboratories |                 |   |
|--|--|--|-----------------|---|
| 5. Vaccination and Medication program  |  | c/o Applicant  |                 |   |
| CLIENT STEPS   | AGENCY ACTIONS   | FEES TO BE PAID  | PROCESSING TIME | PERSON RESPONSIBLE  |
| 1. Submit the complete set of documentary requirements at the official email or BAI Dome   | 1. Receive documents, check for completeness and record.<br><br><i>If complete, proceed to the next step. If incomplete, return the documents and inform the client of lacking documents and next steps.</i> | None   | 20 minutes      | <i>Admin Assistant,<br/>Admin Aide,<br/>Livestock Inspector</i> |

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|                                 |   |      |                                      |   |
|---------------------------------|---|------|--------------------------------------|---|
|                                 | 1.2. Conduct Technical review and evaluate application                                | None | 2 hours                              | <i>Designated Technical Inspector</i>                   |
|                                 | 1.3. Encode and print certificate   | None | 30 minutes                           | <i>Admin Assistant, Admin Aide, Livestock Inspector</i> |
|                                 | 1.4. Approval of certificate  | None | 1 hour                               | <i>AHWD Chief</i>                                       |
|                                 | 1.5. Affix Dry Seal   | None | 2 minutes                            | <i>Admin Assistant, Admin Aide, Livestock Inspector</i> |
|                                 | 1.6. Log received original copy of approved certificate and secure one receiving copy | None | 10 minutes                           | <i>Admin Assistant, Admin Aide, Livestock Inspector</i> |
| 2. Receive Approved Certificate | 2. Release of Approved License  | None | 10 minutes                           | <i>Admin Assistant, Admin Aide, Livestock Inspector</i> |
|                                 |   |      | <b>Total: 4 hours and 12 minutes</b> |   |
| <b>END OF TRANSACTION</b>       |   |      |                                      |   |



## 7. APPLICATION FOR SWINE BREEDER FARM CERTIFICATE OF REGISTRATION

Certification of Swine Breeder Farms under Administrative Order 23 Series of 2005. This Order aims to identify, certify and promote swine farms with quality genetics and improved breeder stocks and to sustain high productivity and efficiency of the swine industry by ensuring the availability and accessibility of good quality genetic materials by swine industry players both commercial and backyard. Any swine breeder farm may apply complying with the specific requirements.

The compliance shall satisfy legal and technical requirements, through actual inspection and laboratory testing to determine animal health status, to be certified by the veterinary authority.

Validity of Certificate: 2 years

|                             |   |                        |
|-----------------------------|---|------------------------|
| <b>Office or Division:</b>  | ANIMAL HEALTH AND WELFARE DIVISION (AHWD)   |                        |
| <b>Classification:</b>      | Complex Transaction   |                        |
| <b>Type of Transaction:</b> | G2B – Government to Business  |                        |
| <b>Who may avail:</b>       | Swine Breeder Farms<br>Minimum Requirements:<br>· Sow – at least 100 heads GGP and GP combined<br>· Boar - optional |                        |
|                             | <b>CHECKLIST OF REQUIREMENTS</b>  | <b>WHERE TO SECURE</b> |
|                             | 1. Filled out RF-AHWD-20 SBFAP Application Form   | BAI Dome               |
|                             | 2. Copy of Valid Animal Facility Registration   | AHWD/DARFO             |
|                             | 3. Copy of Animal Disease Monitoring Compliance Certificate   | AHWD                   |

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| 4. Copy of Farm Operations Manual  |   | c/o Applicant   |                 |   |
|--|---|-----------------|-----------------|---|
| 5. Copy of Pedigree Record   |   | c/o Applicant   |                 |   |
| 6. Copy of Certificate of Franchise (if applicable)  |   | c/o Applicant   |                 |   |
| 7. Copy of Certificate of source of breeders/genetic material                                      |   | c/o Applicant   |                 |   |
| CLIENT STEPS   | AGENCY ACTIONS  | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                                  |
| 1. Submit duly filled up Application Form and complete set of documentary requirements at BAI Dome | 1. Review and evaluate filled up application form and requirements needed requirements.<br><br><i>If complete, proceed to next step. If incomplete, return the documents and inform client of lacking documents and next steps.</i> | None            | 1 hour          | <i>Science Research Technician, Admin Assistant</i> |
| 2. Secure Order of Payment at BAI Dome   | 2. Prepare order of payment   | None            | 10 minutes      | <i>Science Research Technician, Admin Assistant</i> |
| 3.1. Pay application fee   | 3.1. Receive order of payment and prepare order of payment (from accounting)  | None            | 10 minutes      | <i>Accounting Staff</i>                             |
| 3.2. Receive Official Receipt  | 3.2. Receive payment and issue official receipt   | PHP 500.00      | 20 minutes      | <i>Cashier Staff</i>                                |

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|  |  |                                       |   |   |
|--|--|---------------------------------------|---|---|
| 4. Get schedule for inspection   | 4. Coordinate with the Technical Working Group (TWG) for the schedule of farm inspection   | None                                  | 4 hours                                       | <i>Science Research Specialist</i>  |
| 5. Assist the TWG and present the supporting documents during the inspection process | <p>5.1. Conduct actual farm inspection, document evaluation and prepare inspection reports.</p> <p><i>If the swine farm passed the inspection, proceed to issuance of Certificate.</i></p> <p><i>If the swine farm is not compliant to the Swine Breeder Farm certification provisions, address non-conformances and schedule for re inspection. If it is still non-compliant after re-inspection, the facility should re-apply.</i></p> | None                                  | 5 working days (downtime and inspection only) | <i>SBFAP Technical Working Group</i>  |
|  | 5.2. Endorsement for Certification and approval of SBFCP Certificate   | None                                  | 1 day   | <i>Division Chief, Assistant Director for Regulations and Disease Control, BAI Director</i> |
|  | 5.3. Prepare Statement of Account  | None                                  | 1 hour  | <i>Science Research Specialist</i>  |
| 6. Secure Order of Payment at BAI Dome   | 6. Prepare order of payment  | Nucleus, Independent Multiplier – PHP | 40 minutes                                    | <i>Science Research Technician, Admin Assistant</i>   |

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|   |   |  |                      |   |
|---|---|--|----------------------|---|
|   |   | 50,000.00<br>Franchise holder<br>of Accredited<br>Nucleus Farm –<br>PHP<br>25,000.00 |                      | <i>Accounting Staff</i>                             |
| 7. Pay Certification Fee  | 7. Issue official receipt                                 | None   | 10 minutes           | <i>Cashier Staff</i>                                |
| 8. Present Official Receipt at AHWD and receive the SBFCP certificate | 8. Record OR Number and release approve SBFCP Certificate | None   | 30 minutes           | <i>Science Research Technician, Admin Assistant</i> |
|   |   |  | <b>Total: 7 days</b> |   |
| <b>END OF TRANSACTION</b>   |   |  |                      |   |



## 8. APPLICATION FOR SMALL RUMINANT BREEDER FARM CERTIFICATE OF REGISTRATION

Certification of Small Ruminant Breeder Farms under Administrative Order No. 4 Series of 2007. The compliance shall satisfy legal and technical requirements, through actual inspection and laboratory testing to determine animal health status, to be certified by the veterinary authority.

Validity of Certificate: 3 years

|                             |  |                        |
|-----------------------------|--|------------------------|
| <b>Office or Division:</b>  | ANIMAL HEALTH AND WELFARE DIVISION (AHWD)  |                        |
| <b>Classification:</b>      | Complex Transaction  |                        |
| <b>Type of Transaction:</b> | G2B - Government to Business   |                        |
| <b>Who may avail:</b>       | Small Ruminant Breeder Farms<br><br>Minimum Requirements: <ul style="list-style-type: none"> <li>• Farm producing <b>purebred animals</b></li> <li>• Minimum of <b>25 females &amp; 1 male</b> per breed</li> <li>• Farm producing <b>crossbred animals</b></li> <li>• Minimum of <b>25 females &amp; 1 male</b> of two (2) or more distinct breeds</li> </ul> |                        |
|                             | <b>CHECKLIST OF REQUIREMENTS</b>   | <b>WHERE TO SECURE</b> |
|                             | 1. Filled out RF-AHWD-20 SRBFCP Application Form   | BAI Dome               |
|                             | 2. Photocopy of Valid Animal Facility Registration   | AWHD                   |
|                             | 3. Photocopy of Animal Disease Monitoring Compliance Certificate   | AHWD                   |

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| 4. Photocopy of Farm Operations Manual  |  | c/o Applicant   |                 |   |
|---|--|-----------------|-----------------|---|
| 6. Photocopy of Pedigree Record   |  | c/o Applicant   |                 |   |
| 7. Certificate of Franchise (if applicable)   |  | c/o Applicant   |                 |   |
| 8. Certificate of source of breeders/genetic material   |  | c/o Applicant   |                 |   |
| CLIENT STEPS  | AGENCY ACTIONS   | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE  |
| 1. Submit duly filled out Application Form and complete set of documentary requirements at BAI Dome | 1. Review and evaluate filled up application form and requirements needed.<br><br><i>If complete, proceed to next step. If incomplete, return the documents and inform client of lacking documents and next steps.</i> | None            | 1 hour          | <i>Science Research Technician, Admin Assistant</i>                           |
| 2. Secure Order of Payment at BAI Dome  | 2. Prepare order of payment  | None            | 20 minutes      | <i>Science Research Technician, Admin Assistant<br/><br/>Accounting Staff</i> |

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|  |  |            |   |  |
|--|--|------------|---|--|
| 3. Pay application fee   | 3. Receive payment and issue official receipt  | PHP 500.00 | 20 minutes                                    | <i>Cashier Staff</i>   |
| 4. Get schedule for inspection   | 4. Coordinate with the Technical Working Group (TWG) for the schedule of farm inspection   | None       | 4 hours                                       | <i>Science Research Specialist</i>   |
| 5. Assist the TWG and present the supporting documents during the inspection process | <p>5.1. Conduct actual farm inspection, document evaluation and prepare inspection report.</p> <p><i>If the sheep or goat farm passed the inspection, proceed to issuance of Certificate.</i></p> <p><i>If the sheep or goat farm is not compliant to the Small Ruminant Breeder Farm certification provisions, address non-conformances and schedule for re inspection. If it is still non-compliant after re-inspection, the facility should re-apply.</i></p> | None       | 5 working days (downtime and inspection only) | <i>SRBFaP Technical Working Group</i>  |
|  | 5.2. Endorsement for Certification and approval of SRBFaP Certificate  | None       | 1 day   | <i>Division Chief, Assistant Director for Regulations and Disease Control, BAI</i> |

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|  |  |   |                      |  |
|--|--|---|----------------------|--|
|  |  |   |                      | <i>Director</i>  |
|  | 6. Prepare Statement of Account                            | None  | 1 hour               | <i>Science Research Specialist</i>   |
| 6. Secure Order of Payment at BAI Dome                                 | 6. Prepare initial order of payment                        | None  | 40 minutes           | <i>Science Research Technician, Admin Assistant</i><br><br><i>Accounting Staff</i> |
| 7. Pay Certification Fee   | 7. Issue official receipt                                  | NEW APPLICANT<br>Registration Fee - PHP<br>10,000<br><br>RENEWAL<br>Registration Fee - PHP<br>5,000 | 10 minutes           | <i>Cashier Staff</i>   |
| 8. Present Official Receipt at AHWD and receive the SRBFaP certificate | 8. Record OR Number and release approve SRBFaP Certificate | None  | 30 minutes           | <i>Science Research Technician, Admin Assistant</i>                                |
|  |  |   | <b>Total: 7 days</b> |  |
| <b>END OF TRANSACTION</b>  |  |   |                      |  |



## 9. APPLICATION FOR BEEF CATTLE BREEDER FARM CERTIFICATE OF REGISTRATION

Accreditation of Beef Cattle Breeder Farms under Administrative Order No. 3 Series of 2007. The compliance shall satisfy legal and technical requirements, through actual inspection and laboratory testing to determine animal health status, to be certified by the veterinary authority.

Validity of Certificate: 3 years

|   |   |                        |
|---|---|------------------------|
| <b>Office or Division:</b>                                  | ANIMAL HEALTH AND WELFARE DIVISION (AHWD) |                        |
| <b>Classification:</b>                                      | Highly Technical Transaction              |                        |
| <b>Type of Transaction:</b>                                 | G2B – Government to Business              |                        |
| <b>Who may avail:</b>                                       | Beef Cattle Farms                         |                        |
| <b>CHECKLIST OF REQUIREMENTS</b>                            |   | <b>WHERE TO SECURE</b> |
| 1. Photocopy of Valid Animal Facility Registration          |   | AHWD                   |
| 2. Photocopy of Valid Animal Disease Compliance Certificate |   | AHWD                   |



| <p>3. Technical Requirements</p> <p><b>NUCLEUS FARM</b></p> <ul style="list-style-type: none"> <li>· Farm Layout</li> <li>· Pedigree record</li> <li>· Performance record</li> <li>· Certification of vaccination signed by a licensed veterinarian</li> <li>· Certificate of CDMU (for semen used)</li> </ul> <p><b>MULTIPLIER FARM</b></p> <ul style="list-style-type: none"> <li>· Farm Layout</li> <li>· Pedigree record of Bulls</li> <li>· Performance data</li> <li>· Certification of vaccination signed by a licensed veterinarian</li> <li>· Certificate of CDMU (for semen used)</li> </ul> <p><b>COMMERCIAL FARM</b></p> <ul style="list-style-type: none"> <li>· Farm Layout</li> <li>· Pedigree record of Bulls</li> </ul> |   | Applicant or Farm Veterinarian |                 |  |
|--|---|--------------------------------|-----------------|--|
| CLIENT STEPS   | AGENCY ACTIONS  | FEES TO BE PAID                | PROCESSING TIME | PERSON RESPONSIBLE   |
| <p>1. Submit duly filled out Application Form and complete set of documentary requirements at BAI Dome</p>   | <p>1. Review and evaluate filled up application form and requirements needed.</p> <p><i>If complete, proceed to next step. If incomplete, return the documents and inform client of lacking documents and next steps.</i></p> | None                           | 1 hour          | <p><i>Science Research Technician, Admin Assistant</i></p> |

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|  |  |            |   |  |
|--|--|------------|---|--|
| 2. Secure Order of Payment at BAI Dome   | 2. Prepare order of payment  | None       | 20 minutes                                    | <i>Science Research Technician, Admin Assistant</i><br><br><i>Accounting Staff</i> |
| 3. Pay application fee   | 3. Receive payment and issue official receipt  | PHP 500.00 | 20 minutes                                    | <i>Cashier Staff</i>   |
| 4. Get schedule for inspection   | 4. Coordinate with the Technical Working Group (TWG) for the schedule of farm inspection   | None       | 4 hours                                       | <i>Science Research Specialist</i>   |
| 5. Assist the TWG and present the supporting documents during the inspection process | 5.1. Conduct actual farm inspection, document evaluation and prepare inspection report.<br><br><i>If the beef cattle farm passed the inspection, proceed to issuance of Certificate.</i><br><br><i>If the beef cattle farm is not compliant to the Beef Cattle Breeder Farm certification provisions, address non-conformances and schedule for re inspection. If it is still non-compliant after re-inspection, the facility should re-apply.</i> | None       | 5 working days (downtime and inspection only) | <i>BCBFCP Technical Working Group</i>  |
|  | 5.2. Endorsement for Certification and approval of BCBFCP Certificate  | None       | 1 day   | <i>Division Chief, Assistant Director for Regulations and Disease</i>              |

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|  |  |   |                      |  |
|--|--|---|----------------------|--|
|  |  |   |                      | <i>Control, BAI Director</i>   |
|  | 6. Prepare Statement of Account                            | None  | 1 hour               | <i>Science Research Specialist</i>   |
| 6. Secure Order of Payment at BAI Dome                                 | 6. Prepare initial order of payment                        | None  | 40 minutes           | <i>Science Research Technician, Admin Assistant</i><br><br><i>Accounting Staff</i> |
| 7. Pay Certification Fee   | 7. Issue official receipt                                  | Application Fee-<br>PHP 500.00<br><br>Nucleus<br>PHP 10,000<br><br>Multiplier –<br>PHP 5,000<br><br>Commercial<br>PHP 2,000 | 10 minutes           | <i>Cashier Staff</i>   |
| 8. Present Official Receipt at AHWD and receive the BCBFCP certificate | 8. Record OR Number and release approve BCBFCP Certificate | None  | 30 minutes           | <i>Science Research Technician, Admin Assistant</i>                                |
|  |  |   | <b>Total: 7 days</b> |  |
| <b>END OF TRANSACTION</b>  |  |   |                      |  |



## 10. APPLICATION FOR GAMEFOWL BREEDER FARM CERTIFICATE OF REGISTRATION

Accreditation of Gamefowl Breeder Farms under Administrative Order No. 23 Series of 2002. The compliance shall satisfy legal and technical requirements, through actual inspection and laboratory testing to determine animal health status, to be certified by the veterinary authority.

Validity of Certificate: 3 years

|  |  |                        |                        |                           |
|--|--|------------------------|------------------------|---------------------------|
| <b>Office or Division:</b>                                       | ANIMAL HEALTH AND WELFARE DIVISION (AHWD)  |                        |                        |                           |
| <b>Classification:</b>   | Complex Transaction  |                        |                        |                           |
| <b>Type of Transaction:</b>                                      | G2B – Government to Business   |                        |                        |                           |
| <b>Who may avail:</b>  | Gamefowl Breeder Farms<br><br>Minimum number of breeders:<br><ul style="list-style-type: none"> <li>▪ Broodhens -50 heads</li> <li>▪ Broodcocks -10 heads</li> </ul> |                        |                        |                           |
| <b>CHECKLIST OF REQUIREMENTS</b>                                 |  | <b>WHERE TO SECURE</b> |                        |                           |
| 1. Filled out Application Form                                   |  | BAI Dome               |                        |                           |
| 2. Photocopy of Valid Animal Facility Registration               |  | AHWD                   |                        |                           |
| 3. Photocopy of Animal Disease Monitoring Compliance Certificate |  | AHWD                   |                        |                           |
| 4. Photocopy of Pedigree Record                                  |  | c/o Applicant          |                        |                           |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTIONS</b>  | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b> |

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|  |  |             |  |  |
|--|--|-------------|--|--|
| <p>1. Submit duly filled out Application Form and complete set of documentary requirements at BAI Dome</p>   | <p>1. Review and evaluate filled up application forms and requirements needed.</p> <p><i>If complete, proceed to next step. If incomplete, return the documents and inform client of lacking documents and next steps.</i></p>   | <p>None</p> | <p>1 hour</p>  | <p><i>Science Research Technician, Admin Assistant</i></p> |
| <p>2. Get schedule for inspection</p>  | <p>2. Coordinate with the Technical Inspectors for the schedule of farm inspection</p>   | <p>None</p> | <p>4 hours</p>                                       | <p><i>Science Research Specialist</i></p>                  |
| <p>3. Assist the technical inspectors and present the supporting documents during the inspection process</p> | <p>3.1. Conduct actual farm inspection, document evaluation and prepare inspection report.</p> <p><i>If the gamefowl breeder farm passed the inspection, proceed to issuance of Certificate.</i></p> <p><i>If the Gamefowl Farm is not compliant to the Gamefowl Breeder Farm Certification provisions, address non-conformances and schedule for re inspection. If it is still non-compliant after re-inspection, the facility should re-apply.</i></p> | <p>None</p> | <p>5 working days (downtime and inspection only)</p> | <p><i>Technical Inspectors</i></p>                         |

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|  |  |   |  |   |
|--|--|---|--|---|
|  | 3.2. Endorsement for Certification and approval of Certificate | None  | 1 day  | <i>Division Chief,<br/>Assistant Director for<br/>Regulations and<br/>Disease Control,<br/>BAI Director</i> |
| 4. Secure Statement of Account for certification                       | 4. Prepare Statement of Account                                | None  | 1 hour   | <i>Science Research<br/>Specialist</i>  |
|  | 4.2. Prepare initial order of payment                          | None  | 30 minutes   | <i>Science Research<br/>Technician, Admin<br/>Assistant</i>   |
|  | 4.3. Prepare official order of payment                         | None  | 10 minutes   | <i>Accounting Staff</i>   |
| 5. Pay Certification Fee   | 5. Issue official receipt                                      | NEW /<br>RENEWAL<br>APPLICANT<br>Registration<br>Fee -<br>PHP 3,000 | 10 minutes   | <i>Cashier Staff</i>  |
| 6. Present Official Receipt at AHWD and receive the SRBFCP certificate | 6. Record OR Number and release approved Certificate           | None  | 30 minutes   | <i>Science Research<br/>Technician, Admin<br/>Assistant</i>   |
|  |  |   | <b>Total: 6 days, 7<br/>hours and 20<br/>minutes</b> |   |
| <b>END OF TRANSACTION</b>  |  |   |  |   |



## 11. APPLICATION FOR GOOD ANIMAL HUSBANDRY PRACTICES (GAHP) CERTIFICATE OF REGISTRATION

Applies to Granting, Maintaining and Revoking of GAHP Certificates to Interested Applicants in accordance to Department Circular Number 07 Series of 2017 Rules and Regulations on the Official Certification for Good Animal Husbandry Practices (GAHP), Superseding Administrative Order Number 10 Series of 2008.

Validity of Certificate: 2 years

|                             |  |  |
|-----------------------------|--|--|
| <b>Office or Division:</b>  | Animal Health and Welfare Division                 |  |
| <b>Classification:</b>      | Highly Technical                                   |  |
| <b>Type of Transaction:</b> | Certification                                      |  |
| <b>Who may avail:</b>       | Farm Owners  |  |
|                             | <b>CHECKLIST OF REQUIREMENTS</b>                   | <b>WHERE TO SECURE</b>   |
|                             | 1. Letter of Intent                                | c/o Applicant  |
|                             | 2. Accomplished GAHP Application Form (RF AHWD-34) | Bureau of Animal Industry – Animal Health and Welfare Division (AHWD) or DA-Regional Field Offices |
|                             | 3. Farm Organizational Profile                     | c/o Applicant  |
|                             | 4. Brief Historical Development of the Farm        | c/o Applicant  |
|                             | 4. Production Flowchart                            | c/o Applicant  |
|                             | 5. Farm Operational Manual                         | c/o Applicant  |
|                             | 6. Vicinity Maps                                   | c/o Applicant  |

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| 7. Municipal/City Licenses and/or permits (including zoning clearance)   |  | Respective Local Government Unit  |                 |                                  |
|--|--|---|-----------------|----------------------------------|
| 8. Certificate of Registration (Security and Exchange Commission (SEC) / Department of Trade and Industry (DTI) / Cooperative Development Authority (CDA)<br><br>*Must be Department of Labor and Employment (DOLE) registered |  | SEC, DTI, CDA, whichever is applicable  |                 |                                  |
| 9. Environmental Compliance Certificate or Certificate of Non-coverage   |  | Department of Environment and Natural Resources (DENR)                                    |                 |                                  |
| 10. Discharge Permit   |  | DENR or Laguna Lake Development Authority (LLDA), only if applicable                      |                 |                                  |
| 11. Updated Feeds or Feed Establishment Registration   |  | Bureau of Animal Industry – Animal Feeds, Veterinary Drugs and Biologics Control Division |                 |                                  |
| 12. Updated Copy of Valid Animal Facility Registration Certificate, Handler's License and Land Transport Carrier   |  | Bureau of Animal Industry – AHWD  |                 |                                  |
| CLIENT STEPS   | AGENCY ACTIONS   | FEES TO BE PAID   | PROCESSING TIME | PERSON RESPONSIBLE               |
| 1. Client applying for initial and renewal shall submit letter of intent to Regional GAHP Team.<br><br>Regional GAHP Team shall submit endorsement and complete documentary table requirements to GAHP                         | 1. Receive submitted or endorsed documentary table requirements from the Regional GAHP Team.<br><br><i>If complete, proceed to next step. If incomplete, return the documents and inform client of lacking documents and</i> | None  | 1 hour          | <i>GAHP Secretariat<br/>AHWD</i> |

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|                             |   |      |         |                              |
|-----------------------------|---|------|---------|------------------------------|
| Secretariat at the AHWD.    | <i>next steps</i>   |      |         |                              |
|                             | 1.1 Evaluate completeness, validity and authenticity of submitted documentary table requirements after the endorsement from Regional GAHP Team. | None | 2 hours | <i>GAHP Secretariat AHWD</i> |
|                             | 1.2 Accomplish GAHP Document Control Form   | None | 30 mins | <i>GAHP Secretariat AHWD</i> |
|                             | 1.3 Assign Application Receipt Number   | None | 30 mins | <i>GAHP Secretariat AHWD</i> |
|                             | 1.4 Assign GAHP Farm ID No. for new applicants  | None | 30 mins | <i>GAHP Secretariat AHWD</i> |
|                             | 1.5 Record application to GAHP Logbook  | None | 30 mins | <i>GAHP Secretariat AHWD</i> |
| 2. Schedule GAHP Inspection | 2. Form a GAHP inspection team and schedule inspection of applicant   | None | 2 days  | <i>GAHP Secretariat AHWD</i> |
| None                        | 2.1 Prepare the Inspection Plan   | None | 1 hour  | <i>GAHP Secretariat AHWD</i> |
| None                        | 2.2 Prepare Notice of Inspection to Applicants and Inspectors   | None | 1 days  | <i>GAHP Secretariat AHWD</i> |

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|  |   |      |         |  |
|--|---|------|---------|--|
| 3. GAHP Pre-inspection at the Farm of Applicant  | 3. Entry meeting: Introduction of GAHP Certification Program and the GAHP inspectors to Applicant; Checking of documentary requirements | None | 1 hour  | <i>GAHP Inspection Team:<br/>BAI and Regional Field Office</i> |
| 4. GAHP inspection of Farm of Applicant: Accompany inspectors provide necessary requirements as required   | 4. Accomplish applicable inspection checklist form and inspection report form. Collate inspection findings.                             | None | 1 Day   | <i>GAHP Inspection Team:<br/>BAI and Regional Field Office</i> |
| 4.1 Applicant to be informed of the findings, if any.<br><br>*Applicant to comply with the non compliances based on the inspection findings and agreed time frame. | 4.1 Present inspection findings, and exit meeting   | None | 1 hour  | <i>GAHP Inspection Team:<br/>BAI and Regional Field Office</i> |
|  | 5. Preparation of endorsement letter for certification to the GAHP Certification Committee (GAHP CC)                                    | None | 1 hour  | <i>GAHP Inspection Team:<br/>BAI and Regional Field Office</i> |
|  | 6. Scheduling of GAHP CC Meeting  | None | 1 Day   | <i>GAHP Secretariat<br/>AHDW</i>                               |
| None   | 7. Evaluation of the GAHP Certification Committee   | None | 3 hours | <i>GAHP Certification Committee BAI</i>                        |
| None   | 7.1 Approval and Endorsement of GAHP  | None | 1 hour  | <i>GAHP Certification Committee BAI</i>                        |

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|                              |  |      |                      |                                  |
|------------------------------|--|------|----------------------|----------------------------------|
|                              | Certification Committee for the Certification of the Applicant |      |                      |                                  |
|                              | 8. Prepare GAHP Certificate                                    | None | 1 hour               | <i>GAHP Secretariat<br/>AHWD</i> |
|                              | 9. Signing of the GAHP Certificate                             | None | 1 hour               | <i>BAI Director<br/>BAI</i>      |
|                              | 10. Furnish copy of GAHP Certificate to the Record's Unit      | None | 30 mins              | <i>GAHP Secretariat<br/>AHWD</i> |
| 11. Receive GAHP Certificate | 11. Release GAHP Certificate                                   | None | 30 mins              | <i>GAHP Secretariat<br/>AHWD</i> |
|                              |  |      | <b>Total: 7 days</b> |                                  |
| <b>END OF TRANSACTION</b>    |  |      |                      |                                  |



## 12. APPLICATION FOR POULTRY HATCHERY CERTIFICATION

Registration of hatcheries as requirement for the shipment of chicks and by-products in compliance to DA Administrative Circular No. 7, Series of 2016 (Guidelines in the BAI certification of Poultry Hatchery Facilities)

Validity: 1 year

|                             |   |                        |
|-----------------------------|---|------------------------|
| <b>Office or Division:</b>  | ANIMAL HEALTH AND WELFARE DIVISION (AHWD)   |                        |
| <b>Classification:</b>      | Simple  |                        |
| <b>Type of Transaction:</b> | G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government |                        |
| <b>Who may avail:</b>       | Poultry Owners  |                        |
|                             | <b>CHECKLIST OF REQUIREMENTS</b>  | <b>WHERE TO SECURE</b> |
|                             | 1. Hatchery Inspection Report   | BAI/DARFO              |
|                             | 2. Hatchery Profile and Checklist   | BAI/DARFO              |
|                             | 3. Animal Facility Certificate of Registration  | BAI/DARFO              |
|                             | 4. ADMCC of farm sources  | c/o Applicant          |
|                             | 5. Swab test for egg surfaces and Equipment   | c/o Applicant          |
|                             | 6. Egg Delivery and Receiving report indicating the source and destination                | c/o Applicant          |
|                             | 7. Vaccination Record and Schedule for day old chicks and breeder farm source             | c/o Applicant          |

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| 8. Egg Setting Report  |  | c/o Applicant   |                 |   |
|--|--|-----------------|-----------------|---|
| 9. Incubation Report   |  | c/o Applicant   |                 |   |
| 10. Written Disinfection and Sanitation Program for eggs, building, equipment, and personnel |  | c/o Applicant   |                 |   |
| 11. Dispatch record of by-products   |  | c/o Applicant   |                 |   |
| 12. Destination of DOC/DOP   |  | c/o Applicant   |                 |   |
| CLIENT STEPS   | AGENCY ACTIONS   | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE  |
| 1. Submit the complete set of documentary requirements at the official email or BAI Dome     | 1.1. Receive documents, check for completeness and record.<br><br><i>If complete, proceed to next step. If incomplete, return the documents and inform client of lacking documents and next steps.</i> | None            | 20 minutes      | <i>Admin Assistant,<br/>Admin Aide,<br/>Livestock Inspector</i> |
|  | 1.2. Review and evaluate application   | None            | 5 hours         | <i>Designated<br/>Technical Inspector</i>                       |
|  | 1.3. Encode and print certificate  | None            | 30 minutes      | <i>Admin Assistant,<br/>Admin Aide,<br/>Livestock Inspector</i> |
|  | 1.4. Approval of certificate   | None            | 1 hour          | <i>AHWD Chief</i>   |
|  | 1.5. Affix Dry Seal  | None            | 2 minutes       | <i>Admin Assistant,<br/>Admin Aide,<br/>Livestock Inspector</i> |

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|   |   |                                |                                      |   |
|---|---|--------------------------------|--------------------------------------|---|
|   | 1.6. Log received original copy of approved certificate and secure one receiving copy | None                           | 10 minutes                           | <i>Admin Assistant,<br/>Admin Aide,<br/>Livestock Inspector</i> |
| 2. Secure Order of Payment                        | 2. Issue order of payment   | None                           | 30 minutes                           | <i>Accounting staff</i>   |
| 3. Pay corresponding fee and get Official Receipt | 3. Receive payment and Issue Official Receipt   | Certification Fee - PHP 100.00 | 30 minutes                           | <i>Cashier staff</i>  |
| 4. Receive Approved Certificate                   | 4. Release of Approved License  | None                           | 10 minutes                           | <i>Admin Assistant,<br/>Admin Aide,<br/>Livestock Inspector</i> |
|   |   |                                | <b>Total: 8 hours and 12 minutes</b> |   |
| <b>END OF TRANSACTION</b>                         |   |                                |                                      |   |



### 13. APPLICATION FOR CERTIFICATE OF FREE STATUS – AVIAN INFLUENZA

Issuance of Certificate of Free Status for Avian Influenza in compliance to BAI Memorandum Circular No. 29, Series of 2022 “Guidelines on the Issuance of Certificate of Free Status on Avian Influenza Type A Subtypes H5 and H7 during the Avian Influenza Outbreak”.

Validity of Certificate: depending on the recent issuance related to Avian Influenza Control (may change without prior notice)

|  |   |  |                        |                           |
|--|---|--|------------------------|---------------------------|
| <b>Office or Division:</b>   | ANIMAL HEALTH AND WELFARE DIVISION (AHWD)   |  |                        |                           |
| <b>Classification:</b>   | Simple  |  |                        |                           |
| <b>Type of Transaction:</b>  | G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government |  |                        |                           |
| <b>Who may avail:</b>  | Poultry Owners, all persons who will travel with live poultry/avian species               |  |                        |                           |
| <b>CHECKLIST OF REQUIREMENTS</b>   |   | <b>WHERE TO SECURE</b>   |                        |                           |
| 1. Photocopy of Animal Facility Registration Certificate OR Local Government Unit Certificate of Registration OR RSBSA Certificate |   | AHWD/RFO/concerned LGU   |                        |                           |
| 2. Original Laboratory Results (within 1 month from the date of release)   |   | Government Laboratories (ADDRL), BAI accredited private laboratories |                        |                           |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTIONS</b>   | <b>FEES TO BE PAID</b>   | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b> |

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|  |  |      |                                     |   |
|--|--|------|-------------------------------------|---|
| 1. Submit the complete set of documentary requirements at the official email or BAI Dome | 1.1. Receive documents, check for completeness and record.<br><br><i>If complete, proceed to next step. If incomplete, return the documents and inform client of lacking documents and next steps.</i> | None | 20 minutes                          | <i>Admin Assistant,<br/>Admin Aide,<br/>Livestock Inspector</i> |
|  | 1.2. Verification of the submitted documents   | None | 10 minutes                          | <i>Designated<br/>Technical Inspector</i>                       |
|  | 1.3. Encode and print certificate  | None | 30 minutes                          | <i>Admin Assistant,<br/>Admin Aide,<br/>Livestock Inspector</i> |
|  | 1.4. Approval of certificate   | None | 2 hours                             | <i>AHWD Chief</i>   |
|  | 1.5. Affix Dry Seal  | None | 2 minutes                           | <i>Admin Assistant,<br/>Admin Aide,<br/>Livestock Inspector</i> |
|  | 1.6. Log received original copy of approved certificate and secure one Certified true copy as receiving copy   | None | 10 minutes                          | <i>Admin Assistant,<br/>Admin Aide,<br/>Livestock Inspector</i> |
| 2. Receive Approved Certificate  | 2. Release of CFS AI Certificate   | None | 10 minutes                          | <i>Admin Assistant,<br/>Admin Aide,<br/>Livestock Inspector</i> |
|  |  |      | <b>Total: 4 hours and 2 minutes</b> |   |
| <b>END OF TRANSACTION</b>  |  |      |                                     |   |



### 14. APPLICATION FOR CERTIFICATE OF FREE STATUS – AFRICAN SWINE FEVER

Issuance of Certificate of Free Status for African Swine Fever in compliance to BAI Memorandum Circular No. 3, Series of 2020 “Guidelines on the temporary issuance of Certificate of Free Status on African Swine Fever (CFS-ASF) to facilitate unhampered delivery of safe pork and healthy animals to target destination”.

Validity of Certificate: Seven (7) days for renewal; Twenty-one (21) days for new applications with laboratory test results (may change without prior notice)

|   |   |   |                        |                           |
|---|---|---|------------------------|---------------------------|
| <b>Office or Division:</b>  | ANIMAL HEALTH AND WELFARE DIVISION (AHWD)   |   |                        |                           |
| <b>Classification:</b>  | Simple  |   |                        |                           |
| <b>Type of Transaction:</b>   | G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government |   |                        |                           |
| <b>Who may avail:</b>   | Hog raisers/farm owners, all persons who will travel with live hogs                       |   |                        |                           |
| <b>CHECKLIST OF REQUIREMENTS</b>  |   | <b>WHERE TO SECURE</b>  |                        |                           |
| Renewal:<br>1. Photocopy of previously issued CFS ASF<br>2. Weekly Negative Monitoring Report   |   | Hog raiser/farm owner   |                        |                           |
| New Applicant:<br>1. Laboratory Results (within 1 week from the date of release)<br>2. Certification of sample collection for ASF testing |   | Government Laboratories (ADDRL), BAI-accredited private laboratories<br><br>Concerned LGU |                        |                           |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTIONS</b>   | <b>FEES TO BE PAID</b>  | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b> |

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|  |  |      |                                     |   |
|--|--|------|-------------------------------------|---|
| 1. Submit the complete set of documentary requirements at the official email of National ASF Prevention and Control Program (NASFPCP) or at BAI Dome | 1.1. Receive documents, check for completeness and record.<br><br><i>If complete, proceed to the next step. If incomplete, return the documents and inform the client of lacking documents and next steps.</i> | None | 1 hour                              | <i>Admin Assistant, Admin Aide, Livestock Inspector</i> |
|  | 1.2. Verification of the submitted documents   | None | 1 hour                              | <i>Designated Technical Inspector</i>                   |
|  | 1.3. Encode and print certificate  | None | 1 hour                              | <i>Admin Assistant, Admin Aide, Livestock Inspector</i> |
|  | 1.4. Approval of certificate   | None | 3 hours                             | <i>AHWD Chief</i>                                       |
|  | 1.5. Affix Dry Seal  | None | 5 minutes                           | <i>Admin Assistant, Admin Aide, Livestock Inspector</i> |
|  | 1.6. Log received original copy of approved certificate and secure one Certified true copy as receiving copy   | None | 30 minutes                          | <i>Admin Assistant, Admin Aide, Livestock Inspector</i> |
| 2. Receive Approved Certificate  | 2. Release of CFS ASF Certificate  | None | 30 minutes                          | <i>Admin Assistant, Admin Aide, Livestock Inspector</i> |
|  |  |      | <b>Total: 7 hours and 5 minutes</b> |   |
| <b>END OF TRANSACTION</b>  |  |      |                                     |   |



## 15. APPLICATION FOR PIGEON CLUB CERTIFICATE OF REGISTRATION

In compliance to BAI Memorandum Circular No. 38, Series of 2022 on “Rules and Regulations on the Mandatory Registration of Pigeon Racing Clubs and Issuance of Certificate of Free Status for Avian Influenza for Registered Pigeon Clubs.

Sample collection and inspection as part of the requirements for shipment.

Validity of Certificate: One (1) year – Initial / Three (3) years – Renewal

|   |   |                        |
|---|---|------------------------|
| <b>Office or Division:</b>  | ANIMAL HEALTH AND WELFARE DIVISION (AHWD)                 |                        |
| <b>Classification:</b>  | Simple  |                        |
| <b>Type of Transaction:</b>   | G2C – Government to Citizen, G2B – Government to Business |                        |
| <b>Who may avail:</b>   | Pigeon Clubs/Associations                                 |                        |
| <b>CHECKLIST OF REQUIREMENTS</b>  |   | <b>WHERE TO SECURE</b> |
| a. Filled-out Application Form  |   | AHWD                   |
| b. 1x1 ID picture of the Owner, Manager, President of the Club  |   | c/o Applicant          |
| c. Copy of Business Name Registration with DTI or SEC   |   | c/o Applicant          |
| d. Copy of notarized Employment Contract/ Memorandum of Agreement of the licensed Veterinarian                                |   | c/o Applicant          |
| e. Copy of valid PRC and PTR of the Veterinarian  |   | c/o Applicant          |
| f. Copy of Certificate of Attendance on Animal Welfare Seminar Conducted by BAI/ DA-RFOs or other BAI recognized organization |   | c/o Applicant          |

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| g. Environmental Clearance Certificate (ECC) or Certificate of Non-coverage (CNC) from DENR                                     |   | DENR            |                 |   |
|---|---|-----------------|-----------------|---|
| h. Document on Pigeon Health, Biosecurity, Vaccination and Medication Program (signed by the club veterinarian)                 |   | c/o Applicant   |                 |   |
| i. (Annex 1) - List of Pigeon Racing Club Members – hard and soft copy documents (excel file or word file)                      |   | c/o Applicant   |                 |   |
| j. Members' LGU Veterinary Clearances   |   | c/o Applicant   |                 |   |
| k. (Annex 3) - Members' Government-issued IDs (Passport/PRC/Driver's License/UMID/National ID/Barangay Clearance/NBI Clearance) |   | c/o Applicant   |                 |   |
| l. Avian Influenza Laboratory Test Result   |   | Laboratory      |                 |   |
| CLIENT STEPS  | AGENCY ACTIONS  | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                                      |
| 1. Submit the documentary requirements at the official email or BAI Dome  | 1.1. Receive documents, check for completeness and record<br><br><i>If complete, accept documents.<br/>If incomplete, return to client and inform lacking documents</i> | None            | 1 hour          | <i>Admin Assistant, Admin Aide, Livestock Inspector</i> |
|   | 1.2. Conduct technical review and evaluate application  | None            | 3 hours         | <i>Designated Technical Inspector</i>                   |
|   | 1.3. Endorse to LGU/club veterinarian for sample collection   | None            | 1 day           | <i>Admin Assistant, Admin Aide, Livestock Inspector</i> |

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|                             |   |  |            |   |
|-----------------------------|---|--|------------|---|
|                             | 1.4. Receive laboratory results                                       | None   | 10 minutes | <i>Admin Assistant, Admin Aide, Livestock Inspector</i> |
|                             | 1.5. Encode club information in the database                          | None   | 1 day      | <i>Admin Assistant, Admin Aide, Livestock Inspector</i> |
|                             | 1.6. Inform client of the laboratory results and the need for payment | None   | 10 minutes | <i>Admin Assistant, Admin Aide, Livestock Inspector</i> |
| 2. Secure Order of Payment  | 2. Issue order of payment   | Other related Animal Facilities:<br>Initial PHP 300<br><br>Renewal PHP 900 | 20 minutes | <i>Accounting Staff</i>                                 |
| 3. Pay corresponding fee    | 3. Issue Official Receipt   | None   | 10 minutes | <i>Cashier Staff</i>                                    |
| 4. Present Official Receipt | 4. Encode and print certificate                                       | None   | 1 hour     | <i>Admin Assistant, Admin Aide, Livestock Inspector</i> |
|                             | 4.1 Approval of Certificate   | None   | 1 hour     | <i>AHWD Chief</i>                                       |
|                             | 4.2. Affix Dry Seal   | None   | 2 minutes  | <i>Admin Assistant, Admin Aide, Livestock Inspector</i> |

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|                             |  |      |   |   |
|-----------------------------|--|------|---|---|
|                             | 4.3. Log received original copy of approved Certificate and secure one photocopy as receiving copy | None | 10 minutes                                  | <i>Admin Assistant, Admin Aide, Livestock Inspector</i> |
| 5. Receive Approved license | 5. Release of Certificate  | None | 10 minutes                                  | <i>Admin Assistant, Admin Aide, Livestock Inspector</i> |
|                             |  |      | <b>Total: 2 days, 7 hours and 2 minutes</b> |   |
| <b>END OF TRANSACTION</b>   |  |      |   |   |

## 16. APPLICATION FOR LIVESTOCK, POULTRY AND BY-PRODUCTS HANDLERS LICENSE

In compliance to Republic Act 8485, as amended by RA 10631, and Administrative Order No. 8, Series of 2004 (Registration of Livestock, Poultry and by-products Transport Carrier), there is a need to register and issue license to all handlers of livestock, poultry and its by-products and register all transport carriers of livestock, poultry and its by products in various distribution channels.

Schedule of fees:

| Type                   | Fees       |
|------------------------|------------|
| Livestock Dealer       | Php 300.00 |
| Poultry Dealer         | Php 300.00 |
| Egg Dealer             | Php 300.00 |
| Hide Dealer            | Php 300.00 |
| Skin Dealer            | Php 300.00 |
| Manure And Dung Dealer | Php 300.00 |
| Game Fowl Dealer       | Php 300.00 |

Penalty fee for expired registration (*if applicable*): Php 50.00 (one month) and Php 150.00 for more than a month

Validity of Certificate: 1 year

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|   |   |                        |   |   |
|---|---|------------------------|---|---|
| <b>Office or Division:</b>  | ANIMAL HEALTH AND WELFARE DIVISION (AHWD)                 |                        |   |   |
| <b>Classification:</b>  | Simple  |                        |   |   |
| <b>Type of Transaction:</b>   | G2C – Government to Citizen, G2B – Government to Business |                        |   |   |
| <b>Who may avail:</b>   | Company and Individual Business Owners                    |                        |   |   |
| <b>CHECKLIST OF REQUIREMENTS</b>  |   |                        | <b>WHERE TO SECURE</b>                          |   |
| 1. Filled-out Application Form  |   |                        | AHWD  |   |
| 2. Latest original ID 1x1 picture (1 pc)  |   |                        | c/o Applicant                                   |   |
| 3. Copy of Mayor's or Business Permit   |   |                        | Respective Local Government Units (LGU)         |   |
| 4. Copy of SEC Registration with Complete Articles of incorporation (if corporation) or DTI Registration (if association) or CDA  |   |                        | DTI or SEC or CDA, whichever is possible        |   |
| 5. Photocopy of Animal Welfare Seminar Certificate of Attendance  |   |                        | Respective DA-Regional Field Offices, LGUs, BAI |   |
| 6. Notarized Authorization Letter or SPA with one (1) Government ID / Company ID with 3 signatures (if processed by representative)<br><br>Certificate of Authority for Representative/Co., Coop., Association)<br>Co./Corp./Coop./Assn),/Corporate Secretary Certificate |   |                        | c/o Applicant                                   |   |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTIONS</b>                                     | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b>                          | <b>PERSON RESPONSIBLE</b>                               |
| 1. Submit the complete set of documentary requirements at the official email or BAI Dome  | 1. Receive documents, check for completeness and record.  | None                   | 20 minutes                                      | <i>Admin Assistant, Admin Aide, Livestock Inspector</i> |

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|                             |  |                 |                                      |   |
|-----------------------------|--|-----------------|--------------------------------------|---|
|                             | <i>If complete, proceed to the next step. If incomplete, return the documents and inform the client of lacking documents and next steps.</i> |                 |                                      |   |
|                             | 1.2. Conduct of technical review and evaluate application  | None            | 2 hours                              | <i>Designated Technical Inspector</i>                   |
| 2. Secure Order of Payment  | 2. Issue order of payment  | See table above | 10 minutes                           | <i>Accounting Staff</i>                                 |
| 3. Pay corresponding fee    | 3. Issue Official Receipt  | None            | 10 minutes                           | <i>Cashier Staff</i>                                    |
| 4. Present Official Receipt | 4. Encode and print license  | None            | 20 minutes                           | <i>Admin Assistant, Admin Aide, Livestock Inspector</i> |
|                             | 4.1 Approval of License  | None            | 1 hour                               | <i>AHWD Chief</i>                                       |
|                             | 4.2. Affix Dry Seal  | None            | 2 minutes                            | <i>Admin Assistant, Admin Aide, Livestock Inspector</i> |
|                             | 4.3. Log received original copy of approved license and secure one photocopy as receiving copy   | None            | 10 minutes                           | <i>Admin Assistant, Admin Aide, Livestock Inspector</i> |
| 5. Receive Approved license | 5. Release of Approved License   | None            | 10 minutes                           | <i>Admin Assistant, Admin Aide, Livestock Inspector</i> |
|                             |  |                 | <b>Total: 4 hours and 22 minutes</b> |   |
| <b>END OF TRANSACTION</b>   |  |                 |                                      |   |



## 17. APPLICATION FOR LIVESTOCK, POULTRY AND BY-PRODUCTS TRANSPORT CARRIER CERTIFICATE OF REGISTRATION

In compliance to Republic Act 8485, as amended by RA 10631, and Administrative Order No. 8, Series of 2004 (Registration of Livestock, Poultry and by-products Transport Carrier), there is a need to register and issue license to all handlers of livestock, poultry and its by-products and register all transport carriers of livestock, poultry and its by products in various distribution channels.

Schedule of fees:

| Transport Carrier   | Fees                     |
|---|--------------------------|
| Land Transport Carrier (one sticker per vehicles/carrier/containers)<br>Tricycles and trailers<br>Trucks, AUVs and others | Php 300.00<br>Php 500.00 |
| Water Transport Carrier (certificate of accreditation per vessels/ship/motorized boats)                                   | Php 500.00               |
| Air Transport Carrier (certificate of accreditation per plane, etc.)  | Php 500.00               |

Penalty fee for expired registration (*if applicable*): Php 50.00 (one month) and Php 150.00 for more than a month

Validity of Certificate: 1 year

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|  |  |                                   |
|--|--|-----------------------------------|
| <b>Office or Division:</b>   | ANIMAL HEALTH AND WELFARE DIVISION (AHWD)          |                                   |
| <b>Classification:</b>   | Simple   |                                   |
| <b>Type of Transaction:</b>  | G2B – Government to Business                       |                                   |
| <b>Who may avail:</b>  | Company and Individual Business Owners in NCR only |                                   |
| <b>CHECKLIST OF REQUIREMENTS</b>   |  | <b>WHERE TO SECURE</b>            |
| 1. Filled-out Application Form   |  | AHWD                              |
| 2. Latest ID 1x1 picture (1 pc) original   |  | c/o Applicant                     |
| 3. Photocopy of Business Permit  |  | Respective Local Government Units |
| 4. Photocopy of SEC Registration with Complete Articles of incorporation (if corporation) or DTI Registration (if association)   |  | DTI or SEC, whichever is possible |
| 5. Certificate of Authority for Representative/Co., Coop., Association (Co./Corp./Coop./Assn)<br>Corporate Secretary Certificate   |  | c/o Applicant                     |
| 6. Photocopy of Certificate of Registration (if renewal)   |  | c/o Applicant                     |
| 7. Photocopy of the updated OR/CR of Carrier (for Land Transport Carrier)<br><br>Marina Certificate of Registration or LGU Boat Registration (for Water Transport Carrier)<br><br>Aviation Certificate (for Air Transport Carrier) |  | c/o Applicant                     |

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| 8. Notarized Authority to Use or Contract of Lease (for rented vehicles) – <i>if applicable</i>   |   | c/o Applicant, whichever is applicable          |                 |   |
|---|---|---|-----------------|---|
| 8. Picture of Carrier – FRONT, REAR (back view) and SIDE VIEW (right and left to see the number of wheels or cylinder) for large, small animals and by-products carrier |   | c/o Applicant                                   |                 |   |
| 9. Photocopy of Animal Welfare Seminar Certificate of Attendance  |   | Respective DA-Regional Field Offices, LGUs, BAI |                 |   |
| 10. Notarized Authorization Letter or SPA with one (1) photocopy of Government ID/Company ID with 3 signatures (if processed by representative)                         |   | c/o Applicant                                   |                 |   |
| CLIENT STEPS  | AGENCY ACTIONS  | FEES TO BE PAID                                 | PROCESSING TIME | PERSON RESPONSIBLE  |
| 1. Submit the complete set of documentary requirements at BAI Dome  | 1.1. Receive documents, check for completeness and record.<br><br><i>If complete, proceed to next step. If incomplete, return the documents and inform clients of lacking documents and next steps.</i> | None  | 20 minutes      | <i>Admin Assistant,<br/>Admin Aide,<br/>Livestock Inspector</i> |
|   | 1.2. Review and evaluate application and conduct actual/virtual inspection of the transport carrier, as determined by the inspector   | None  | 3 hours         | <i>Designated<br/>Technical Inspector</i>                       |
| 2. Secure Order of Payment  | 2. Issue order of payment   | See table above.                                | 10 minutes      | <i>Accounting Staff</i>   |

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|                             |   |      |                                     |   |
|-----------------------------|---|------|-------------------------------------|---|
| 3. Pay corresponding fee    | 3.1. Issue Official Receipt   | None | 10 minutes                          | <i>Cashier Staff</i>  |
|                             | 3.2. Encode and print license   | None | 1 hour                              | <i>Admin Assistant,<br/>Admin Aide, Livestock<br/>Inspector</i> |
|                             | 3.3. Approval of License  | None | 1 hour                              | <i>AHWD Chief</i>   |
|                             | 3.4. Affix Dry Seal   | None | 2 minutes                           | <i>Admin Assistant,<br/>Admin Aide, Livestock<br/>Inspector</i> |
|                             | 3.5. Log received original copy of approved license and secure one receiving copy | None | 10 minutes                          | <i>Admin Assistant,<br/>Admin Aide, Livestock<br/>Inspector</i> |
| 4. Receive Approved license | 4. Release of Approved License  | None | 10 minutes                          | <i>Admin Assistant,<br/>Admin Aide, Livestock<br/>Inspector</i> |
|                             |   |      | <b>Total: 6 hours and 2 minutes</b> |   |
| <b>END OF TRANSACTION</b>   |   |      |                                     |   |



# **Animal Feeds, Veterinary Drugs and Biologics Control Division (AFVDBCD)**

## **External Services - Regulatory**



## 1. ISSUANCE OF LICENSE-TO- OPERATE (LTO) FEED ESTABLISHMENT ONLINE APPLICATION

This describes the process of preparing and issuing of Feed Establishment LTO.

|                             |   |
|-----------------------------|---|
| <b>Office or Division:</b>  | Animal Feeds, Veterinary Drugs and Biologics Control Division (AFVDBCD)   |
| <b>Classification:</b>      | Highly Technical Transaction  |
| <b>Type of Transaction:</b> | G2B – Government to Business,   |
| <b>Who may avail?</b>       | Business entity as Commercial Mixed Feed Manufacturer, Commercial Feed Trader, Toll Manufacturer, Feed Ingredient Manufacturer, Non-Commercial Mixed Feed Manufacturer, Feed Importer, Exporter, Indentor, Feed Supplier and Repacker, Feed Distributor, Dealer, Retailer |

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| <b>Fees to be paid:</b>          | <b>Schedule of Fees for LTO Animal Feed Establishment</b> |   |
|----------------------------------|---|---|
|                                  | Types of LTO  | Fees  |
|                                  | 1.  | Commercial Mixed Feed Manufacturer<br>PHP 450.00 <i>less than 25 mt</i>                       |
|                                  | 2.  | Commercial Feed Trader<br>PHP 540.00 <i>25.1 mt to 50 mt</i>                                  |
|                                  | 3.  | Toll Manufacturer<br>PHP 630.00 <i>50.1 mt – 100 mt</i>                                       |
|                                  | 4.  | Feed Ingredient Manufacturer<br>PHP 720.00 <i>more than 100 mt</i>                            |
|                                  | 5.  | Non-Commercial Mixed Feed Manufacturer<br>PHP. 200.00<br>PHP. 180.00 Annual Fee<br>PHP 380.00 |
|                                  | 6.  | Feed Importer<br>PHP 480.00   |
|                                  | 7.  | Feed Exporter<br>PHP 480.00   |
|                                  | 8.  | Feed Indentor<br>PHP 480.00   |
|                                  | 9.  | Feed Supplier<br>PHP 240.00   |
|                                  | 10.   | Feed Repacker<br>PHP 120.00   |
|                                  | 11.   | Feed Dealer<br>PHP 240.00   |
|                                  | 12.   | Feed Distributor<br>PHP 120.00  |
| 13.                              | Feed Retailer<br>PHP 60.00                                |   |
| <b>CHECKLIST OF REQUIREMENTS</b> |   | <b>WHERE TO SECURE</b>  |

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|  |  |
|--|--|
| <b>Activation of Account</b>   |  |
| 1. INS (InterCommerce Network Services) Enrollment Form  | INS  |
| 2. Information Service Agreement   | INS  |
| 3. BIR 2303  | c/o Applicant, BIR   |
| <b>LTO Classification</b>  |  |
| <b>A. Commercial Mixed Feed Manufacturer</b>   |  |
| <b>INITIAL</b> (1 Electronic Copy)   |  |
| 1. Official Receipt for initial application  | c/o Applicant  |
| 2. Business Certificate of Registration:<br>a.) Sole Proprietorship –Department of Trade and Industry (DTI)<br>b.) Corporations - Security Exchange Commission (SEC)<br>c.) Cooperative- Cooperative Development Authority (CDA)   | DTI, SEC, or CDA whichever is applicable   |
| 3. Environmental Compliance Certificate (ECC) / Certificate of Non-Coverage (CNC)/ Permit to Operate (PTO) from Department of Environment and Natural Resources (DENR) or Discharge Permit (DP) from Laguna Lake Development Authority (LLDA) if the establishment was discharging liquid waste and located within the vicinity of Laguna de Bay/ under the jurisdiction of LLDA | c/o Applicant, DENR-ECC/CNC/ PTO, LLDA-DP, whichever is applicable   |
| 4. Business / Mayor's Permit for the current year  | c/o Applicant, Local Government Unit (LGU)   |
| 5. Feed mill plant lay-out and latest photos   | c/o Applicant, Provide latest photos with the owner or authorized representative, one taken inside and outside of the feed mill plant. |
| 6. Joint Affidavit of Undertaking (RF FVDB-16) with Veterinarian/ Agriculturist-Animal Nutritionist valid PRC ID and PTR   | c/o Applicant, Downloadable at <a href="http://www.bai.gov.ph">www.bai.gov.ph</a> - AFVDBCD Service form                               |
| 7. Establishment with in-house laboratory<br>a. Valid BAI <i>Certificate of Recognition</i>  | c/o Applicant  |

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|   |   |
|---|---|
| b. Valid Professional Regulation Commission (PRC) ID and Professional Tax Receipt (PTR) of Chemist  |   |
| Establishment without their own laboratory<br>a. MOA between BAI <i>Recognized Third-party Service Laboratory</i> and the establishment<br>b. Copy of valid <i>BAI Certificate of Recognition</i><br>c. Valid PRC ID and PTR of Chemist   | c/o Applicant   |
| 8. Sketch location map  | c/o Applicant   |
| 9. Certificate of BAI Orientation Seminar   | c/o Applicant, BAI  |
| 10. Site inspection of office, plant and warehouse and validation of submitted document   | AFVDBCD- Inspection, Monitoring and Inspection Section (IMES) Inspector- Contract of Service (COS), Agriculturist II and Senior Agriculturist |
| <b>RENEWAL</b> (1 Electronic Copy)  |   |
| 1. Official receipt for renewal application   | c/o Applicant   |
| 2. Previously approved LTO as <i>Commercial Mixed Feed Manufacturer</i>   | c/o Applicant   |
| 3. Business/ Mayor's Permit for the current year  | c/o Applicant, LGU  |
| 4. Permit to Operate (PTO) from Department of Environment and Natural Resources (DENR) or Discharge Permit (DP) from Laguna Lake Development Authority (LLDA) if the establishment was discharging liquid waste and located within the vicinity of Laguna de Bay/under the jurisdiction of LLDA | c/o Applicant, DENR   |
| 5. Certificate of Attendance of BAI Orientation Seminar   | c/o Applicant, BAI-AFVDBCD  |
| <b>B. Commercial Feed Trader</b>  |   |
| <b>INITIAL</b> (1 Electronic Copy)  |   |
| 1. Official Receipt for initial application   | c/o Applicant   |
| 2. Business Certificate of Registration DTI/ SEC/CDA  | c/o Applicant, DTI, SEC, or CDA whichever is applicable   |

## CITIZEN'S CHARTER 2024, 3RD EDITION



|  |  |
|--|--|
| 3. Business/ Mayor's Permit for the current year   | c/o Applicant, LGU   |
| 4. Copy of Memorandum of Agreement (MOA) between the Toll Feed Manufacturer (TM) and Commercial Feed Trader (CFT);       | c/o Applicant  |
| 5. Joint Affidavit of Undertaking (RF FVDB-16) With Veterinarian/ Agriculturist-Animal Nutritionist valid PRC ID and PTR | c/o Applicant, Downloadable at <a href="http://www.bai.gov.ph">www.bai.gov.ph</a> - AFVDBCD Service form           |
| 6. Sketch location map   | c/o Applicant  |
| 7. Certificate of BAI Orientation Seminar  | c/o Applicant, BAI-AFVDBCD   |
| 8. Site inspection of office warehouse and validation of submitted document  | AFVDBCD- IMES Inspector- Contract of Service (COS), Agriculturist II and Senior Agriculturist                      |
| <b>RENEWAL</b> (1 Electronic Copy)   |  |
| 1. Official Receipt for renewal application  | c/o Applicant  |
| 2. Previously approved LTO as <i>Commercial Feed Trader</i>  | c/o Applicant  |
| 3. Business/ Mayor's Permit for the current year   | c/o Applicant, LGU   |
| 4. Summary of Annual Production Report with Inspection Fees (Official Receipt).  | c/o Applicant  |
| 5. List of Toll Manufacturer with valid contract   | c/o Applicant  |
| 6. Certificate of BAI Orientation Seminar  | c/o Applicant, BAI-AFVDBCD   |
| 7. Site inspection of office and warehouse, and validation of submitted document   | AFVDBCD- IMES Inspector- Contract of Service (COS), Agriculturist II and Senior Agriculturist DA-RFO (R/PAFVDABCO) |
| <b>C. Toll Manufacturer</b>  |  |
| <b>INITIAL</b> (1 Electronic Copy)   |  |
| 1. Official receipt for initial application  | c/o Applicant  |

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|   |  |
|---|--|
| 2. Business Certificate of Registration DTI/ SEC/ CDA   | c/o Applicant, DTI, SEC, or CDA whichever is applicable  |
| 3. ECC/ CNC/PTO/DP  | c/o Applicant, DENR, LLDA, whichever is applicable   |
| 4. Business/Mayor's Permit for the current year   | c/o Applicant, LGU   |
| 5. MOA between TM and CFT; or Notification letter indicating no current CFT Client                                      | c/o Applicant  |
| 6. Feed mill plant lay-out and latest photos  | c/o Applicant, Provide latest photos with the owner or authorized representative, one taken inside and outside of the feed mill plant. |
| 7. Joint Affidavit of Undertaking (RF FVDB-16) with Veterinarian/Agriculturist-Animal Nutritionist valid PRC ID and PTR | c/o Applicant, Downloadable at <a href="http://www.bai.gov.ph">www.bai.gov.ph</a> - AFVDBCD Service form                               |
| 8. Sketch location map  | c/o Applicant  |
| 9. Certificate of BAI Orientation Seminar   | c/o Applicant, BAI-AFVDBCD   |
| 10. Site Inspection of office, plant and warehouse and validation of submitted document                                 | AFVDBCD- IMES Inspector-Contract of Service (COS), Agriculturist II and Senior Agriculturist   |
| <b>RENEWAL</b> (1 Electronic Copy)  |  |
| 1. Official receipt for renewal application   | c/o Applicant  |
| 2. Previously approved LTO as <i>Toll Manufacturer</i>  | c/o Applicant  |
| 3. Business/ Mayor's Permit for the current year  | c/o Applicant, LGU   |
| 4. Summary of Annual Production Report with Inspection Fees (Official Receipt).   | c/o Applicant  |
| 5. List of current registered CFT Clients   | c/o Applicant  |
| 6. Certificate of BAI Orientation Seminar   | c/o Applicant, BAI-AFVDBCD   |

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|  |  |
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| 7. Site inspection of office, plant and warehouse, validation of submitted document  | AFVDBCD- IMES Inspector- Contract of Service (COS) ,<br>Agriculturist II and Senior Agriculturist /DA-RFO<br>(R/PAFVDABCO)             |
| <b>D. Feed Ingredient Manufacturer</b>   |  |
| <b>INITIAL</b> (1 Electronic Copy)   |  |
| 1. Official receipt for initial application  | c/o Applicant  |
| 2. Business Certificate of Registration DTI/ SEC/ CDA  | c/o Applicant, DTI, SEC, or CDA whichever is applicable  |
| 3. ECC/CNC/PTO/ DP   | c/o Applicant, DENR, LLDA, whichever is applicable   |
| 4. Business/ Mayor's Permit for the current year   | c/o Applicant, LGU   |
| 5. Feed mill plant lay-out and latest photos   | c/o Applicant, Provide latest photos with the owner or authorized representative, one taken inside and outside of the feed mill plant. |
| 6. Joint Affidavit of Undertaking (RF FVDB-16) with Veterinarian/ Agriculturist-Animal Nutritionist valid PRC and PTR  | c/o Applicant, Downloadable at <a href="http://www.bai.gov.ph">www.bai.gov.ph</a> -AFVDBCD Service form                                |
| 7. Establishment with in-house laboratory- Valid BAI Certificate of Recognition Establishment without their own laboratory:<br>a.) MOA between Recognized Third-party Service Laboratory and establishment<br>b.) Valid BAI Certificate of Recognition | c/o Applicant, whichever is applicable   |
| 8. Sketch location map   | c/o Applicant  |
| 9. Certificate of BAI Orientation Seminar  | c/o Applicant, BAI-AFVDBCD   |
| 10. Site Inspection of office, plant and warehouse and validation of submitted document  | AFVDBCD- IMES Inspector- Contract of Service (COS),<br>Agriculturist II and Senior Agriculturist                                       |
| <b>RENEWAL</b> (1 Electronic Copy)   |  |

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|   |  |
|---|--|
| 1. Official receipt for renewal application   | c/o Applicant  |
| 2. Previously approved LTO as <i>Feed Ingredient Manufacturer</i>   | c/o Applicant  |
| 3. Business/ Mayor's Permit for the current year  | c/o Applicant, LGU   |
| 4. Summary of Annual Production Report and scanned copies of Inspection Fees Official Receipts (OR).          | c/o Applicant  |
| 5. Certificate of BAI Orientation Seminar   | c/o Applicant, BAI-AFVDBCD   |
| 6. Site inspection of office, plant and warehouse, validation of submitted document                           | AFVDBCD- IMES Inspector- Contract of Service (COS), Agriculturist II and Senior Agriculturist / DA-RFO (R/PAFVDABCO) |
| <b>E. Non-Commercial Mixed Feed Manufacturer</b>  |  |
| <b>INITIAL</b> (1 Electronic Copy)  |  |
| 1. Official receipt for initial application   | c/o Applicant  |
| 2. Business Certificate of Registration DTI/ SEC/ CDA   | c/o Applicant, DTI, SEC, or CDA whichever is applicable  |
| 3. ECC /CNC/ PTO/ DP  | c/o Applicant, DENR, LLDA, whichever is applicable   |
| 4. Business / Mayor's Permit for the current year   | c/o Applicant  |
| 5. Affidavit of Animal Population (RF FVDB-51)  | c/o Applicant, Downloadable at <a href="http://www.bai.gov.ph">www.bai.gov.ph</a> - AFVDBCD Service form             |
| 6. Certificate of Farm Accreditation from BAI-Animal Health and Welfare Division (AHWD) or BFAR Accreditation | c/o Applicant  |
| 7. Sketch location map  | c/o Applicant  |
| 8. Certificate of BAI Orientation Seminar   | c/o Applicant, BAI-AFVDBCD   |
| 9. Site inspection of office, plant and warehouse, validation of submitted document                           | IMES Inspector- Contract of Service (COS), Agriculturist II and Senior Agriculturist                                 |

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|  |   |
|--|---|
| <b>RENEWAL (1 Electronic Copy)</b>   |   |
| 1. Official receipt for renewal application  | c/o Applicant   |
| 2. Previously approved LTO as Non-Commercial Mixed Feed Manufacturer   | c/o Applicant   |
| 3. Business/ Mayor's Permit for the current year   | c/o Applicant, LGU  |
| 4. Certificate of BAI Orientation Seminar  | c/o Applicant, BAI-AFVDBCD  |
| 5. Site inspection of office, plant and warehouse and validation of submitted document                                       | AFVDBCD- IMES Inspector- Contract of Service (COS) , Agriculturist II and Senior Agriculturist / DA-RFO (R/PAFVDABCO) |
| <b>F. Feed Importer</b>  |   |
| <b>INITIAL (1 Electronic Copy)</b>   |   |
| 1. Official receipt for initial application  | c/o Applicant   |
| 2. Business Certificate of Registration DTI/ SEC/ CDA  | c/o Applicant, DTI/ SEC/ CDA, whichever is applicable   |
| 3. Business / Mayor's Permit for the current year  | c/o Applicant, LGU  |
| 4. Sketch location map   | c/o Applicant   |
| 5. Certificate of BAI Orientation Seminar  | c/o Applicant, BAI-AFVDBCD  |
| 6. Certificate of Farm Accreditation from BAI-Animal Health and Welfare Division (AHWD) or BFAR Accreditation if For Own Use | c/o Applicant   |
| 7. Site Inspection of office, and warehouse, validation of submitted document  | IMES Inspector- Contract of Service (COS), Agriculturist II and Senior Agriculturist                                  |
| <b>RENEWAL (1 Electronic Copy)</b>   |   |
| 1. Official receipt for renewal application  | c/o Applicant   |

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|                                    |   |   |
|------------------------------------|---|---|
| 2.                                 | Previously approved LTO as <i>Feed Importer</i>                         | c/o Applicant   |
| 3.                                 | Business/ Mayor's Permit for the current year                           | c/o Applicant, LGU  |
| 4.                                 | Certificate of BAI Orientation Seminar                                  | c/o Applicant, BAI-AFVDBCD  |
| 5.                                 | Site inspection of the office and warehouse, and validation of document | IMES Inspector- Contract of Service (COS), Agriculturist II and Senior Agriculturist/DA-RFO (R/PAFVDABCO) |
| <b>G. Feed Exporter</b>            |   |   |
| <b>INITIAL</b> (1 Electronic Copy) |   |   |
| 1.                                 | Official receipt for initial application                                | c/o Applicant   |
| 2.                                 | Business Certificate of Registration DTI, SEC, CDA                      | c/o Applicant, DTI/ SEC/CDA, whichever is applicable  |
| 3.                                 | Business/Mayor's Permit for the current year                            | c/o Applicant, LGU  |
| 4.                                 | Sketch location map   | c/o Applicant   |
| 5.                                 | Certificate of BAI Orientation Seminar                                  | c/o Applicant,BAI   |
| 6.                                 | Site inspection of the office and warehouse, and validation of document | IMES Inspector- Contract of Service (COS), Agriculturist II and Senior Agriculturist                      |
| <b>RENEWAL</b> (1 Electronic Copy) |   |   |
| 1.                                 | Official receipt for renewal application                                | c/o Applicant   |
| 2.                                 | Previously approved LTO as Feed Exporter                                | c/o Applicant   |
| 3.                                 | Business/Mayor's Permit for the current year                            | c/o Applicant, LGU  |
| 4.                                 | Certificate of BAI Orientation Seminar                                  | c/o Applicant,BAI   |
| 5.                                 | Site inspection of the office and warehouse, and validation of document | IMES Inspector- Contract of Service (COS), Agriculturist II and Senior Agriculturist/DA-RFO (R/PAFVDABCO) |

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|  |   |
|--|---|
| <b>H. Feed Indentor</b>  |   |
| <b>INITIAL</b> (1 Electronic Copy)   |   |
| 1. Official receipt for initial application                                | c/o Applicant   |
| 2. Business Certificate of Registration DTI, SEC, CDA                      | c/o Applicant, DTI/ SEC/ CDA, whichever is applicable   |
| 3. Business/ Mayor's Permit for the current year                           | c/o Applicant, LGU  |
| 4. Sketch location map   | c/o Applicant   |
| 5. Certificate of BAI Orientation Seminar                                  | c/o Applicant, BAI-AFVDBCD  |
| 6. Site inspection of the office and validation of document                | IMES Inspector- Contract of Service (COS), Agriculturist II and Senior Agriculturist                      |
| <b>RENEWAL</b> (1 Electronic Copy)   |   |
| 1. Official receipt for initial application                                | c/o Applicant   |
| 2. Business Certificate of Registration DTI, SEC, CDA                      | c/o Applicant, DTI/ SEC/CDA, whichever is applicable  |
| 3. Business/ Mayor's Permit for the current year                           | c/o Applicant, LGU  |
| 4. Certificate of BAI Orientation Seminar                                  | c/o Applicant,BAI   |
| 5. Site inspection of the office and warehouse, and validation of document | IMES Inspector- Contract of Service (COS), Agriculturist II and Senior Agriculturist/DA-RFO (R/PAFVDABCO) |
| <b>I. Feed Supplier</b>  |   |
| <b>INITIAL</b> (1 Electronic Copy)   |   |
| 1. Official receipt for initial application                                | c/o Applicant   |
| 2. Business/Mayor's Permit for the current year                            | c/o Applicant, LGU  |
| 3. Business Certificate of Registration DTI, SEC, CDA                      | c/o Applicant, DTI/ SEC/CDA, whichever is applicable  |

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|  |   |
|--|---|
| 4. Sketch location map   | c/o Applicant   |
| 5. Site inspection of the office and warehouse/store, and validation of document   | IMES Inspector- Contract of Service (COS), Agriculturist II and Senior Agriculturist / DA-RFO (R/PAFVDABCO) |
| <b>RENEWAL</b> (1 Electronic Copy)   |   |
| 1. <i>Official receipt for renewal application</i>   | c/o Applicant   |
| 2. Previously approved LTO as <i>Feed Supplier</i>   | c/o Applicant   |
| 3. Business/ Mayor's Permit for the current year   | c/o Applicant, LGU  |
| 4. Site inspection of the office and warehouse/store, and validation of document   | IMES Inspector- Contract of Service (COS), Agriculturist II and Senior Agriculturist /DA-RFO (R/PAFVDABCO)  |
| <b>J. Repacker</b>   |   |
| <b>INITIAL</b> (1 Electronic Copy)   |   |
| 1. Official receipt for initial application  | c/o Applicant   |
| 2. Business/ Mayor's Permit for the current year   | c/o Applicant, LGU  |
| 3. Authorization from the manufacturer, trader or importer to repack their product, tags or labels of the product to be repacked | c/o Applicant   |
| 4. Sketch location map   | c/o Applicant   |
| 5. Site inspection of the office and warehouse/store, and validation of document   | IMES Inspector- Contract of Service (COS), Agriculturist II and Senior Agriculturist/DA-RFO (R/PAFVDABCO)   |
| <b>RENEWAL</b> (1 Electronic Copy)   |   |
| 1. Official receipt for renewal application  | c/o Applicant   |
| 2. Previously approved LTO as Repacker   | c/o Applicant   |
| 3. Business/ Mayor's Permit for the current year   | c/o Applicant, LGU  |

## CITIZEN'S CHARTER 2024, 3RD EDITION



|   |   |
|---|---|
| 4. Site inspection of the office and warehouse/ <i>store</i> , and validation of document | IMES Inspector- Contract of Service (COS), Agriculturist II and Senior Agriculturist/DA-RFO (R/PAFVDABCO) |
| <b>K. DISTRIBUTOR</b>   |   |
| <b>INITIAL</b> (1 Electronic Copy)  |   |
| 1. Official receipt for initial application   | c/o Applicant   |
| 2. Business/ Mayor's Permit for the current year  | c/o Applicant, LGU  |
| <b>RENEWAL</b> (1 Electronic Copy)  |   |
| 1. Official receipt for renewal application   | c/o Applicant   |
| 2. Previously approved LTO as Distributor   | c/o Applicant   |
| 3. Business/Mayor's Permit for the current year   | c/o Applicant, LGU  |
| <b>L. Dealer</b>  |   |
| <b>INITIAL</b> (1 Electronic Copy)  |   |
| 1. Official receipt for initial application   | c/o Applicant   |
| 2. Business Certificate of Registration DTI, SEC, CDA                                     | c/o Applicant, DTI/ SEC/ CDA, whichever is applicable   |
| 3. Business/ Mayor's Permit for the current year  | c/o Applicant, LGU  |
| 4. Sketch location map  | c/o Applicant   |
| 5. Site inspection of store and warehouse, and validation of document                     | IMES Inspector- Contract of Service (COS), Agriculturist II and Senior Agriculturist                      |
| <b>RENEWAL</b> (1 Electronic Copy)  |   |
| 1. Official receipt for renewal application   | c/o Applicant   |
| 2. Previously approved LTO as Dealer  | c/o Applicant   |

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|  |   |   |
|--|---|---|
| 3.   | Business/ / Mayor's Permit for the current year                                       | c/o Applicant, LGU  |
| 4.   | Site inspection of the office and warehouse/store, and validation of document         | IMES Inspector- Contract of Service (COS), Agriculturist II and Senior Agriculturist/DA-RFO (R/PAFVDABCO) |
| <b>M. Retailer</b>   |   |   |
| <b>INITIAL</b> (1 Electronic Copy)   |   |   |
| 1.   | Official receipt for initial application  | c/o Applicant   |
| 2.   | Business/Mayor's Permit for the current year or Barangay Permit                       | c/o Applicant, LGU  |
| <b>RENEWAL</b> (1 Electronic Copy)   |   |   |
| 1.   | Official receipt for renewal application  | c/o Applicant   |
| 2.   | Previously approved LTO as Retailer   | c/o Applicant   |
| 3.   | Business/Mayor's Permit for the current year or Barangay Permit                       | c/o Applicant, LGU  |
| <b>Change in Circumstances (CIC)</b>   |   |   |
| 1.   | Official Receipt for CIC  | c/o Applicant   |
| 2.   | Official letter address to BAI Director indicating details of the requested change(s) |   |
| 3.   | Previously approved LTO Animal Feed Establishment                                     | c/o Applicant   |
| 4.   | Amended SEC (Corporation) / DTI (Sole Proprietorship)/ CDA (Cooperative)              | c/o Applicant, whichever is applicable  |
| 5.   | Amended ECC   | c/o Applicant, applicable for Manufacturers only  |
| 6.   | Amended Business permit for the current year  | c/o Applicant   |
| <b>Expiration</b>  |   |   |
| The LTO automatically expires on the 31st of December every year. Application for renewal shall be filed on or |   |   |

## CITIZEN'S CHARTER 2024, 3RD EDITION



before January 21st of the following year. Failure to renew on or before the deadline shall be subjected to surcharges under DA Administrative Order No 33, Series of 2000. The original Certificate of LTO shall remain valid every after renewal of LTO.

| CLIENT STEPS  | AGENCY ACTIONS  | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|-----------------|-----------------|--------------------|
| 1. Inform their intention to apply thru phone call and/ or email  | <p>1.1 Provide the link of the online short course to obtain the Certificate of BAI Orientation Seminar<br/>Link:<br/><a href="https://bit.ly/3Jtq6YY">https://bit.ly/3Jtq6YY</a></p> <p>1.2 Provide helpdesk email of INS to client for registration and issue Order of Payment</p> <p><b>Remarks:</b> Provide client instruction on the registration, payment, and application process thru email</p> | None            | 5 minutes       | Admin Staff, LRCS  |
| 2. Send an email request thru email<br>helpdesk@intercommerce.com.ph and secure the following requirements:<br>a. User Manual<br>b. INS Enrollment Form Information Service Agreement | None  | None            | C/O INS         | C/O INS            |
| 3. Register an account thru<br><a href="https://baireg.intercommerce.c">https://baireg.intercommerce.c</a>  | None  | None            | C/O INS         | % INS              |

## CITIZEN'S CHARTER 2024, 3RD EDITION



|   |  |   |                   |                    |
|---|--|---|-------------------|--------------------|
| <p>om.ph and accomplish the following:</p> <ul style="list-style-type: none"> <li>a. Account Info- Username and Password</li> <li>b. Company Info</li> <li>c. Attachments:             <ul style="list-style-type: none"> <li>i. INS Enrollment Form</li> <li>ii. Information Service Agreement</li> <li>iii. BIR 2303</li> </ul> </li> </ul> |  |   |                   |                    |
| <p>4. Waits for the activation of account</p>   | <p>None</p>  | <p>None</p>   | <p>C/O INS</p>    | <p>C/O INS</p>     |
| <p>5. Pay corresponding payment</p>   | <p>5. Process payment and issue Official Receipt</p> | <ul style="list-style-type: none"> <li>1. Commercial Mixed Feed Manufacturer PHP 450.00</li> <li>2. Commercial Feed Trader PHP 540.00</li> <li>3. Toll Manufacturer PHP 630.00</li> <li>4. Feed Ingredient Manufacturer PHP 720.00</li> <li>5. Non-Commercial Mixed Feed Manufacturer PHP 200.00<br/>PHP 180.00 (Annual Fee)</li> </ul> | <p>10 minutes</p> | <p>BAI Cashier</p> |

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|   |      |  |         |         |
|---|------|--|---------|---------|
|   |      | 6. Feed Importer<br>PHP 480.00<br><br>7. Feed Exporter<br>PHP 480.00<br><br>8. Feed Indentor<br>PHP 480.00<br><br>9. Feed Supplier<br>PHP 240.00<br><br>10. Feed Repacker<br>PHP 120.00<br><br>11. Feed Dealer<br>PHP 240.00<br><br>12. Feed Distributor<br>PHP 120.00<br><br>13. Feed Retailer PHP<br>60.00 |         |         |
| 6. Login to <a href="https://baireg.intercommerce.com.ph">https://baireg.intercommerce.com.ph</a> to start application process as referred to INS User Manual, to wit:<br><br>a. Filling-up necessary information<br>b. Attach documentary requirements | None | Service Fee c/o INS  | C/O INS | C/O INS |

## CITIZEN'S CHARTER 2024, 3RD EDITION



|   |  |      |            |   |
|---|--|------|------------|---|
| c. Payment of INS Service Fee<br>d. Submit application  |  |      |            |   |
| 7. Monitor status of application thru email and account:<br><br><b>Remarks:</b><br>If with compliance, the application is pending until requested requirements are satisfied maximum of 30 days from the day of request, otherwise, the system will automatically reject the application, then the applicant will return to Step 3. | 7. Review and validate the application and documentary requirements:<br><br><b>Remarks:</b><br>If non-compliance, send a compliance request.<br><br>If complete, forward to Head of Inspection | None | 30 minutes | Technical Evaluator,<br>LRCS  |
| 8. Wait for the system generated email notification for schedule of Inspection  | 8. Assign field inspector and notify for the schedule of inspection<br><br><b>Remarks:</b><br>Schedule is set 14 working days upon receipt of head inspector                                   | None | 30 minutes | Section Head,<br>IMES<br><br><i>For Regional Field Office (RFO), Regional Animal Feeds Veterinary Drugs and Biologics Control Officers (RAFVDABCO) Team</i> |
| 9. Participate in the inspection proper   | 9. Conduct inspection proper<br>a. Entry meeting<br>b. Verification of original documents<br>c. Facility inspection<br>d. Exit Meeting   | None | 3 hours    | IMES Inspection Team<br><br>For RFO, RAFVDABCOs Team  |

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|  |  |   |  |   |
|--|--|---|--|---|
| <p>10. Monitor status of application thru email and account:</p> <p><b>Remarks:</b><br/>If with compliance, the application is pending until requested requirements are satisfied maximum of 30 days from the day of request, otherwise, the system will automatically reject the application, then the applicant will return to Step 3.</p> | <p>10.1 Encode Inspection Findings in the INS System</p> <p><b>Remarks:</b><br/>If non-compliance, send a compliance request.<br/><br/>If complete, forward to endorser for Recommending approval to Assistant Director with the authority of the Director</p> | <p style="text-align: center;">None</p> | <p style="text-align: center;">30 minutes</p>  | <p style="text-align: center;">IMES Inspection Team<br/><br/>For RFO, RAFVDABCOs Team</p> |
|  | <p>10.2 Endorse the application to the Assistant Director for approval with the authority of the Director</p>  | <p style="text-align: center;">None</p> | <p style="text-align: center;">5 minutes</p>   | <p style="text-align: center;">Supervising Agriculturist<br/>AFVDBCD</p>                  |
| <p>11. Print LTO Certificate</p>   | <p style="text-align: center;">None</p>  | <p style="text-align: center;">None</p> | <p style="text-align: center;">C/O Client</p>  |   |
| <p><b>TOTAL PROCESSING TIME</b></p>  |  |   | <p><b>4 hours and 50 minutes per application<br/>(Excluding travel time, scheduling, and period of compliance)</b></p> |   |



## 2. ISSUANCE OF LICENSE-TO- OPERATE (LTO) VDAP ESTABLISHMENT ONLINE APPLICATION

This describe process of preparing and issuing of Veterinary Drugs and Product Establishment LTO.

| <b>Office or Division:</b>  | Animal Feeds, Veterinary Drugs and Biologics Control Division (AFVDBCD)   |               |          |         |  |                  |  |  |  |  |          |  |  |  |  |                    |      |  |          |  |         |         |         |         |                |             |               |        |         |          |              |              |        |         |            |              |              |        |         |            |              |              |        |         |              |              |              |        |         |          |            |            |        |         |
|-----------------------------|---|---------------|----------|---------|--|------------------|--|--|--|--|----------|--|--|--|--|--------------------|------|--|----------|--|---------|---------|---------|---------|----------------|-------------|---------------|--------|---------|----------|--------------|--------------|--------|---------|------------|--------------|--------------|--------|---------|------------|--------------|--------------|--------|---------|--------------|--------------|--------------|--------|---------|----------|------------|------------|--------|---------|
| <b>Classification:</b>      | Highly Technical Transaction  |               |          |         |  |                  |  |  |  |  |          |  |  |  |  |                    |      |  |          |  |         |         |         |         |                |             |               |        |         |          |              |              |        |         |            |              |              |        |         |            |              |              |        |         |              |              |              |        |         |          |            |            |        |         |
| <b>Type of Transaction:</b> | G2B – Government to Business,   |               |          |         |  |                  |  |  |  |  |          |  |  |  |  |                    |      |  |          |  |         |         |         |         |                |             |               |        |         |          |              |              |        |         |            |              |              |        |         |            |              |              |        |         |              |              |              |        |         |          |            |            |        |         |
| <b>Who may avail?</b>       | Business entity as VDAP Manufacturer, VDAP Trader, VDAP Importer, VDAP Exporter, VDAP Wholesaler, VDAP Outlet.  |               |          |         |  |                  |  |  |  |  |          |  |  |  |  |                    |      |  |          |  |         |         |         |         |                |             |               |        |         |          |              |              |        |         |            |              |              |        |         |            |              |              |        |         |              |              |              |        |         |          |            |            |        |         |
| <b>Fees to be paid:</b>     | <table border="1"> <thead> <tr> <th colspan="5">SCHEDULE OF FEES</th> </tr> <tr> <th colspan="5">LTO VDAP</th> </tr> <tr> <th rowspan="2">Nature of Business</th> <th colspan="2">Fees</th> <th colspan="2">Validity</th> </tr> <tr> <th>Initial</th> <th>Renewal</th> <th>Initial</th> <th>Renewal</th> </tr> </thead> <tbody> <tr> <td>1 Manufacturer</td> <td>PHP 6000.00</td> <td>PHP 12,000.00</td> <td>1 Year</td> <td>2 Years</td> </tr> <tr> <td>2 Trader</td> <td>PHP 3,600.00</td> <td>PHP 7,200.00</td> <td>1 Year</td> <td>2 Years</td> </tr> <tr> <td>3 Importer</td> <td>PHP 2,400.00</td> <td>PHP 4,800.00</td> <td>1 Year</td> <td>2 Years</td> </tr> <tr> <td>4 Exporter</td> <td>PHP 2,400.00</td> <td>PHP 4,800.00</td> <td>1 Year</td> <td>2 Years</td> </tr> <tr> <td>5 Wholesaler</td> <td>PHP 2,400.00</td> <td>PHP 4,800.00</td> <td>1 Year</td> <td>2 Years</td> </tr> <tr> <td>6 Outlet</td> <td>PHP 240.00</td> <td>PHP 480.00</td> <td>1 Year</td> <td>2 Years</td> </tr> </tbody> </table> |               |          |         |  | SCHEDULE OF FEES |  |  |  |  | LTO VDAP |  |  |  |  | Nature of Business | Fees |  | Validity |  | Initial | Renewal | Initial | Renewal | 1 Manufacturer | PHP 6000.00 | PHP 12,000.00 | 1 Year | 2 Years | 2 Trader | PHP 3,600.00 | PHP 7,200.00 | 1 Year | 2 Years | 3 Importer | PHP 2,400.00 | PHP 4,800.00 | 1 Year | 2 Years | 4 Exporter | PHP 2,400.00 | PHP 4,800.00 | 1 Year | 2 Years | 5 Wholesaler | PHP 2,400.00 | PHP 4,800.00 | 1 Year | 2 Years | 6 Outlet | PHP 240.00 | PHP 480.00 | 1 Year | 2 Years |
| SCHEDULE OF FEES            |   |               |          |         |  |                  |  |  |  |  |          |  |  |  |  |                    |      |  |          |  |         |         |         |         |                |             |               |        |         |          |              |              |        |         |            |              |              |        |         |            |              |              |        |         |              |              |              |        |         |          |            |            |        |         |
| LTO VDAP                    |   |               |          |         |  |                  |  |  |  |  |          |  |  |  |  |                    |      |  |          |  |         |         |         |         |                |             |               |        |         |          |              |              |        |         |            |              |              |        |         |            |              |              |        |         |              |              |              |        |         |          |            |            |        |         |
| Nature of Business          | Fees  |               | Validity |         |  |                  |  |  |  |  |          |  |  |  |  |                    |      |  |          |  |         |         |         |         |                |             |               |        |         |          |              |              |        |         |            |              |              |        |         |            |              |              |        |         |              |              |              |        |         |          |            |            |        |         |
|                             | Initial   | Renewal       | Initial  | Renewal |  |                  |  |  |  |  |          |  |  |  |  |                    |      |  |          |  |         |         |         |         |                |             |               |        |         |          |              |              |        |         |            |              |              |        |         |            |              |              |        |         |              |              |              |        |         |          |            |            |        |         |
| 1 Manufacturer              | PHP 6000.00   | PHP 12,000.00 | 1 Year   | 2 Years |  |                  |  |  |  |  |          |  |  |  |  |                    |      |  |          |  |         |         |         |         |                |             |               |        |         |          |              |              |        |         |            |              |              |        |         |            |              |              |        |         |              |              |              |        |         |          |            |            |        |         |
| 2 Trader                    | PHP 3,600.00  | PHP 7,200.00  | 1 Year   | 2 Years |  |                  |  |  |  |  |          |  |  |  |  |                    |      |  |          |  |         |         |         |         |                |             |               |        |         |          |              |              |        |         |            |              |              |        |         |            |              |              |        |         |              |              |              |        |         |          |            |            |        |         |
| 3 Importer                  | PHP 2,400.00  | PHP 4,800.00  | 1 Year   | 2 Years |  |                  |  |  |  |  |          |  |  |  |  |                    |      |  |          |  |         |         |         |         |                |             |               |        |         |          |              |              |        |         |            |              |              |        |         |            |              |              |        |         |              |              |              |        |         |          |            |            |        |         |
| 4 Exporter                  | PHP 2,400.00  | PHP 4,800.00  | 1 Year   | 2 Years |  |                  |  |  |  |  |          |  |  |  |  |                    |      |  |          |  |         |         |         |         |                |             |               |        |         |          |              |              |        |         |            |              |              |        |         |            |              |              |        |         |              |              |              |        |         |          |            |            |        |         |
| 5 Wholesaler                | PHP 2,400.00  | PHP 4,800.00  | 1 Year   | 2 Years |  |                  |  |  |  |  |          |  |  |  |  |                    |      |  |          |  |         |         |         |         |                |             |               |        |         |          |              |              |        |         |            |              |              |        |         |            |              |              |        |         |              |              |              |        |         |          |            |            |        |         |
| 6 Outlet                    | PHP 240.00  | PHP 480.00    | 1 Year   | 2 Years |  |                  |  |  |  |  |          |  |  |  |  |                    |      |  |          |  |         |         |         |         |                |             |               |        |         |          |              |              |        |         |            |              |              |        |         |            |              |              |        |         |              |              |              |        |         |          |            |            |        |         |

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| CHECKLIST OF REQUIREMENTS   | WHERE TO SECURE  |
|---|--|
| <b>Activation of Account</b>  |  |
| 1. INS (InterCommerce Network Services) Enrollment Form   | INS  |
| 2. Information Service Agreement  | INS  |
| 3. BIR 2303   | c/o Applicant, BIR   |
| <b>LTO Classification</b>   |  |
| <b>N. VDAP Manufacturer</b>   |  |
| <b>INITIAL</b> (1 Electronic Copy)  |  |
| 1. Business Certificate of Registration:<br>a.) Sole Proprietorship –Department of Trade and Industry (DTI)<br>b.) Corporations - Security Exchange Commission (SEC)<br>c.) Cooperative- Cooperative Development Authority (CDA)  | DTI, SEC, or CDA whichever is applicable   |
| 2. Environmental Compliance Certificate (ECC)/Certificate of Non-Coverage (CNC)/Permit to Operate (PTO) from Department of Environment and Natural Resources (DENR) or Discharge Permit (DP) from Laguna Lake Development Authority (LLDA) if the establishment was discharging liquid waste and located within the vicinity of Laguna de Bay/ under the jurisdiction of LLDA | c/o Applicant, DENR-ECC/CNC/PTO, LLDA- DP, whichever is applicable   |
| 3. Business/Mayor's Permit for the current year   | c/o Applicant, Local Government Unit (LGU)   |
| 4. Joint Affidavit of Undertaking (RF FVBD-16) of Veterinarian, and Chemist and valid Professional Regulation Commission (PRC) ID and Professional Tax Receipt (PTR).   | c/o Applicant, Downloadable at <a href="http://www.bai.gov.ph-AFVDBCD">www.bai.gov.ph-AFVDBCD</a> Service form |
| 5. Establishment with in-house veterinary laboratory requirements:<br>a. Valid Certificate of Recognition,<br>b. Valid PRC ID and PTR of Chemist  | c/o Applicant  |
| 6. Establishment without their own veterinary laboratory requirements:<br>a. Memorandum of Agreement (MOA) between the applicant and BAI Recognized Third-party Service Laboratory  | c/o Applicant,   |

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|  |  |
|--|--|
| b. Valid Certificate of Recognition, and<br>c. Valid PRC ID and PTR of Chemist   |  |
| 7. List of products to be manufactured with Generic or Brand Names   | c/o Applicant  |
| 8. Sketch location map   | c/o Applicant  |
| 9. Current floor plan with complete dimension  | c/o Applicant  |
| 10. Certificate of BAI Orientation Seminar   | c/o Applicant,BAI  |
| 11. Site inspection of office, plant and warehouse and validation of submitted document  | AFVDBCD- Inspection, Monitoring and Inspection Section (IMES)<br>Inspector- Agriculturist II             |
| <b>RENEWAL</b> (1 Electronic Copy)   |  |
| 1. Previously approved LTO certificate   | c/o Applicant  |
| 2. Business/Mayor's Permit for the current year  | c/o Applicant, LGU   |
| 3. Joint Affidavit of Undertaking (RF FVDB-16) with valid PRC ID and PTR of Veterinarian and Chemist   | c/o Applicant, Downloadable at <a href="http://www.bai.gov.ph">www.bai.gov.ph</a> - AFVDBCD Service form |
| 4. Establishment with in-house veterinary laboratory requirements:<br>a. Valid Certificate of Recognition,<br>b. Valid PRC ID and PTR of Chemist   | c/o Applicant  |
| 5. Establishment without their own veterinary laboratory requirements:<br>a. MOA between the applicant and BAI Recognized Third-party Service Laboratory<br>b. Valid Certificate of Recognition, and<br>c. valid PRC ID and PTR of Chemist | c/o Applicant  |
| 6. Annual production report and production report fees   | c/o Applicant  |
| 7. Site inspection of office, plant and warehouse and validation of submitted document   | AFVDBCD - IMES Inspector - Agriculturist II  |

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| O. VDAP Trader   |  |
|--|--|
| INITIAL (1 Electronic Copy)  |  |
| 1. Business Certificate of Registration:<br>a.) Sole Proprietorship – Department of Trade and Industry (DTI)<br>b.) Corporations - Security Exchange Commission (SEC)<br>c.) Cooperative - Cooperative Development Authority (CDA)         | DTI, SEC, or CDA whichever is applicable   |
| 2. Contract of Agreement between Licensed VDAP Manufacturers and Veterinary Drug Trader containing stipulations that both parties are jointly responsible for the quality of the veterinary drug and product.                              | c/o Applicant  |
| 3. Business / Mayor's Permit for the current year  | c/o Applicant, LGU   |
| 4. Joint Affidavit of Undertaking (RF AFVBDCD-16) with valid PRC ID and PTR of Veterinarian and Chemist.   | c/o Applicant, Downloadable at <a href="http://www.bai.gov.ph">www.bai.gov.ph</a> - AFVBDCD Service form |
| 5. Establishment without their own veterinary laboratory requirements:<br>a. MOA between the applicant and BAI Recognized Third-party Service Laboratory<br>b. Valid Certificate of Recognition, and<br>c. valid PRC ID and PTR of Chemist | c/o Applicant  |
| 6. List of products to be manufactured with Generic or Brand Names   | c/o Applicant  |
| 7. Sketch location map of office and warehouse   | c/o Applicant  |
| 8. Certificate of BAI Orientation Seminar  | c/o Applicant, BAI   |
| 9. Site inspection of office and warehouse and validation of submitted document  | AFVBDCD-IMES Inspector - Agriculturist II  |
| RENEWAL (1 Electronic Copy)  |  |
| 1. Approved digital LTO certificate (RF FVDB -08)  | c/o Applicant, electronic  |

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|                                    |   |  |
|------------------------------------|---|--|
| 2.                                 | Business/Mayor's Permit for the current year  | c/o Applicant, LGU   |
| 3.                                 | Joint Affidavit of Undertaking (RF FVDB -16) with valid PRC ID and PTR of Veterinarian and Chemist  | c/o Applicant, Downloadable at <a href="http://www.bai.gov.ph">www.bai.gov.ph</a> - AFVDBCD Service form |
| 4.                                 | Establishment without their own veterinary laboratory requirements:<br>a. MOA between the applicant and BAI Recognized Third-party Service Laboratory<br>b. Valid Certificate of Recognition, and<br>c. valid PRC ID and PTR of Chemist | c/o Applicant  |
| 5.                                 | List of products to be with Generic or Brand Names  | c/o Applicant  |
| 6.                                 | Certificate of BAI Orientation Seminar  | c/o Applicant, BAI   |
| 7.                                 | Site inspection of office, plant and warehouse and validation of submitted document   | AFVDBCD - IMES Inspector - Agriculturist II  |
| <b>P. VDAP IMPORTER</b>            |   |  |
| <b>INITIAL</b> (1 Electronic Copy) |   |  |
| 1.                                 | Business Certificate of Registration:<br>a.) Sole Proprietorship –Department of Trade and Industry (DTI)<br>b.) Corporations - Security Exchange Commission (SEC)<br>c.) Cooperative - Cooperative Development Authority (CDA)          | DTI, SEC, or CDA whichever is applicable   |
| 2.                                 | Business/Mayor's Permit for the current year  | c/o Applicant, LGU   |
| 3.                                 | Joint Affidavit of Undertaking (RF FVDB -16) with valid PRC ID and PTR of Veterinarian and Chemist  | c/o Applicant, Downloadable at <a href="http://www.bai.gov.ph">www.bai.gov.ph</a> - AFVDBCD Service form |
| 4.                                 | List of products to be imported with Generic or Brand Names   | c/o Applicant  |
| 5.                                 | Sketch location map   | c/o Applicant  |
| 6.                                 | Certificate of BAI Orientation Seminar  | c/o Applicant,BAI  |

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|  |  |
|--|--|
| 7. Site inspection of office and warehouse and validation of submitted document  | AFVDBCD - IMES Inspector - Agriculturist II  |
| <b>RENEWAL</b> (1 Electronic Copy)   |  |
| 1. Previously approved LTO certificate   | c/o Applicant  |
| 2. Business/Mayor's Permit for the current year  | c/o Applicant, Local Government Unit (LGU)   |
| 3. Joint Affidavit of Undertaking (RF FVDB -16) with valid PRC ID and PTR of Veterinarian and Chemist  | c/o Applicant, Downloadable at <a href="http://www.bai.gov.ph">www.bai.gov.ph</a> -AFVDBCD Service form  |
| 4. List of products to be imported/distributed with Generic or Brand Names   | c/o Applicant  |
| 5. Sketch location map of office and warehouse   | c/o Applicant  |
| 6. Certificate of BAI Orientation Seminar  | c/o Applicant,BAI  |
| 7. Site inspection of office and warehouse and validation of submitted document  | AFVDBCD - IMES Inspector - Agriculturist II  |
| <b>Q. VDAP EXPORTER</b>  |  |
| <b>INITIAL</b> (1 Electronic Copy)   |  |
| 1. Business Certificate of Registration:<br>a.) Sole Proprietorship – Department of Trade and Industry (DTI)<br>b.) Corporations - Security Exchange Commission (SEC)<br>c.) Cooperative - Cooperative Development Authority (CDA) | DTI, SEC, or CDA whichever is applicable   |
| 2. Business/Mayor's Permit for the current year  | c/o Applicant, LGU   |
| 3. Joint Affidavit of Undertaking (RF FVBD-16) With valid PRC ID and PTR of Veterinarian and Chemist   | c/o Applicant, Downloadable at <a href="http://www.bai.gov.ph">www.bai.gov.ph</a> - AFVDBCD Service form |
| 4. List of products to be exported with Generic or Brand Names   | c/o Applicant  |
| 5. Sketch location map of office and warehouse   | c/o Applicant  |

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|                                    |   |  |
|------------------------------------|---|--|
| 6.                                 | Certificate of BAI Orientation Seminar  | c/o Applicant, BAI - INS   |
| 7.                                 | Site inspection of office and warehouse and validation of submitted document  | AFVDBCD - IMES Inspector - Agriculturist II  |
| <b>RENEWAL</b> (1 Electronic Copy) |   |  |
| 1.                                 | Previously approved LTO Certificate   | c/o Applicant  |
| 2.                                 | Business/Mayor's Permit for the current year  | c/o Applicant, LGU   |
| 3.                                 | Joint Affidavit of Undertaking (RF FVDB -16) with valid PRC ID and PTR.   | c/o Applicant, Downloadable at <a href="http://www.bai.gov.ph">www.bai.gov.ph</a> - AFVDBCD Service form |
| 4.                                 | List of products to be exported with Generic or Brand Names   | c/o Applicant  |
| 5.                                 | Sketch location map office and warehouse  | c/o Applicant  |
| 6.                                 | Certificate of BAI Orientation Seminar  | c/o Applicant, BAI   |
| 7.                                 | Site inspection of office and warehouse and validation of submitted document  | AFVDBCD - IMES Inspector - Agriculturist II  |
| <b>R. VDAP WHOLESALER</b>          |   |  |
| <b>INITIAL</b> (1 Electronic Copy) |   |  |
| 1.                                 | Business Certificate of Registration:<br>a.) Sole Proprietorship – Department of Trade and Industry (DTI)<br>b.) Corporations - Security Exchange Commission (SEC)<br>c.) Cooperative - Cooperative Development Authority (CDA) | DTI, SEC, or CDA whichever is applicable   |
| 2.                                 | Business/Mayor's Permit for the current year  | c/o Applicant, LGU   |
| 3.                                 | Joint Affidavit of Undertaking (RF FVDB -16) with valid PRC ID and PTR of Veterinarian and Chemist  | c/o Applicant, Downloadable at <a href="http://www.bai.gov.ph">www.bai.gov.ph</a> - AFVDBCD Service form |
| 4.                                 | A valid contract of agreement with BAI Licensed VDAP Manufacturer, VDAP Importer, VDAP Trader.  | c/o Applicant  |

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|                                    |   |  |
|------------------------------------|---|--|
| 5.                                 | List of products to be sold with Generic or Brand Names   | c/o Applicant  |
| 6.                                 | Sketch location map   | c/o Applicant  |
| 7.                                 | Certificate of BAI Orientation Seminar  | c/o Applicant, BAI   |
| 8.                                 | Site inspection of office and warehouse and validation of submitted document  | AFVDBCD - IMES Inspector - Agriculturist II  |
| <b>RENEWAL</b> (1 Electronic Copy) |   |  |
| 1.                                 | Previously approved LTO certificate   | c/o Applicant  |
| 2.                                 | Business/Mayor's Permit for the current year  | c/o Applicant, LGU   |
| 3.                                 | Joint Affidavit of Undertaking (RF FVDB -16) with valid PRC ID and PTR of Veterinarian and Chemist  | c/o Applicant, Downloadable at <a href="http://www.bai.gov.ph">www.bai.gov.ph</a> - AFVDBCD Service form |
| 4.                                 | A valid contract of agreement with BAI Licensed VDAP Manufacturer, VDAP Importer, VDAP Trader.  | c/o Applicant  |
| 5.                                 | List of products to be sold with Generic or Brand Names   | c/o Applicant  |
| 6.                                 | Sketch location map   | c/o Applicant  |
| 7.                                 | Certificate of BAI Orientation Seminar  | c/o Applicant, BAI   |
| 8.                                 | Site inspection of office, store and warehouse and validation of submitted document   | AFVDBCD - IMES Inspector - Agriculturist II  |
| <b>S. VDAP OUTLET</b>              |   |  |
| <b>INITIAL</b> (1 Electronic Copy) |   |  |
| 1.                                 | Business Certificate of Registration:<br>a.) Sole Proprietorship – Department of Trade and Industry (DTI)<br>b.) Corporations - Security Exchange Commission (SEC)<br>c.) Cooperative - Cooperative Development Authority (CDA) | DTI, SEC, or CDA whichever is applicable   |
| 2.                                 | Business/Mayor's Permit for the current year  | c/o Applicant, LGU   |

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|   |  |
|---|--|
| 3. Joint Affidavit of Undertaking (RF FVDB -16) with valid PRC ID and PTR of Veterinarian and Chemist | c/o Applicant, Downloadable at <a href="http://www.bai.gov.ph">www.bai.gov.ph</a> - AFVDBCD Service form |
| 4. List of products to be sold with Generic or Brand Names  | c/o Applicant  |
| 5. Sketch location map office and store   | c/o Applicant  |
| 6. Certificate of BAI Orientation Seminar   | c/o Applicant,BAI  |
| 7. Site inspection of office and store, and validation of submitted document                          | AFVDBCD - IMES Inspector - Agriculturist II  |
| <b>RENEWAL</b> (1 Electronic Copy)  |  |
| 1. Previously approved LTO certificate  | c/o Applicant  |
| 2. Business/Mayor's Permit for the current year   | c/o Applicant, LGU   |
| 3. Joint Affidavit of Undertaking (RF FVDB -16) with valid PRC ID and PTR Veterinarian and Chemist    | c/o Applicant, Downloadable at <a href="http://www.bai.gov.ph">www.bai.gov.ph</a> - AFVDBCD Service form |
| 4. List of products to be sold with Generic or Brand Names  | c/o Applicant  |
| 5. Sketch location map of store   | c/o Applicant  |
| 6. Certificate of BAI Orientation Seminar   | c/o Applicant,BAI  |
| 7. Site inspection of store and validation of submitted document                                      | AFVDBCD - IMES Inspector - Agriculturist II  |
| <b>CHANGE IN CIRCUMSTANCES</b> (1 Electronic Copy)  |  |
| 1. Official Letter re change of address/ownership/business name ect.                                  | c/o Applicant  |
| 2. Previously approved LTO certificate  | c/o Applicant  |
| 3. Amended SEC (Corporation)/DTI (Sole Proprietorship)/CDA (Cooperative)                              | c/o Applicant, whichever is applicable,  |

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|  |  |
|--|--|
| 4. Amended ECC   | c/o Applicant, applicable for Manufacturers  |
| 5. Amended Business permit for the current year  | c/o Applicant                                |
| 6. Deed of Sale/Transfer of Rights   | c/o Applicant, incase of change of ownership |
| 7. Proofed of payment for CIC  | c/o Applicant                                |
| <p>REMARKS: Surcharge: An additional 50% of the amount due shall be levied in every expired LTO</p> <p>**Fees to be paid upon satisfactory compliance of all general and additional requirements. Fees are non-refundable and shall be charged in full for the entire validity of LTO.</p> |  |

| CLIENT STEPS  | AGENCY ACTIONS   | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE   |
|---|--|-----------------|-----------------|----------------------|
| 1. Inform their intention to apply thru phone call and/ or email  | <p>1.1 Provide the link of the online short course to obtain the Certificate of BAI Orientation Seminar Link:<br/><a href="https://bit.ly/3Jtq6YY">https://bit.ly/3Jtq6YY</a></p> <p>1.2. Provide helpdesk email of INS to client for registration and issue Order of Payment</p> <p><b>Remarks:</b> Provide client instruction on the registration, payment, and application process thru email</p> | None            | 5 minutes       | Admin. Staff<br>LRCS |
| 2. Send an email request thru email <a href="mailto:helpdesk@intercommerce.com.ph">helpdesk@intercommerce.com.ph</a> and secure the following requirements: | None   | None            | C/O INS         | C/O INS              |

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|  |  |  |            |             |
|--|--|--|------------|-------------|
| <ul style="list-style-type: none"> <li>a. User Manual</li> <li>b. INS Enrollment Form</li> <li>c. Information Service Agreement</li> </ul>   |  |  |            |             |
| <p>3. Register an account thru <a href="https://baireg.intercommerce.com.ph">https://baireg.intercommerce.com.ph</a> and accomplish the following:</p> <ul style="list-style-type: none"> <li>a. Account Info - Username and Password</li> <li>b. Company Info</li> <li>c. Attachments:                             <ul style="list-style-type: none"> <li>i. INS Enrollment Form</li> <li>ii. Information Service Agreement</li> <li>iii. BIR 2303</li> </ul> </li> </ul> | None   | None   | C/O INS    | C/O INS     |
| 4. Waits for the activation of account   | None   | None   | C/O INS    | C/O INS     |
| 5. Pay corresponding payment   | 5.1 Process payment and issue Official Receipt | <ul style="list-style-type: none"> <li>1. VDAP Manufacturer<br/>PHP 6,000.00</li> <li>2. VDAP Trader<br/>PHP 3,600.00</li> <li>3. VDAP Importer<br/>PHP 2,400.00</li> <li>4. VDAP Exporter<br/>PHP 2,400.00</li> </ul> | 10 minutes | BAI Cashier |

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|   |  |                                    |                 |   |
|---|--|------------------------------------|-----------------|---|
|   |  | 5. VDAP Wholesaler<br>PHP 2,400.00 |                 |   |
|   |  | 6. VDAP Outlet<br>PHP 240.00       |                 |   |
| 6. Login to <a href="https://baireg.intercommerce.com.ph">https://baireg.intercommerce.com.ph</a> to start application process as referred to INS User Manual, to wit:<br>a. Filling-up necessary information<br>b. Attach documentary requirements<br>c. Payment of INS Service Fee<br>d. Submit application                       | None   | Service Fee c/o INS                | C/O INS         | C/O INS   |
| 7. Monitor status of application thru email and account:<br><br><b>Remarks:</b><br>If with compliance, the application is pending until requested requirements are satisfied maximum of 30 days from the day of request, otherwise, the system will automatically reject the application, then the applicant will return to Step 3. | 7.1 Review and validate the application and documentary requirements:<br><br><b>Remarks:</b><br>If non-compliance, send a compliance request.<br><br>If complete, forward to Head of Inspection' | None                               | 1 hour          | Technical Evaluator,<br>LRCS  |
| 8. Wait for the system generated email notification for schedule of Inspection  | 8.1 Assign field inspector and notify for the schedule of inspection<br><br><b>Remarks:</b><br>Schedule is set 14 working days upon receipt of head inspector                                    | None                               | 14 working days | Section Head,<br>IMES<br><br>For Regional Field Office (RFO),<br>Regional Animal Feeds Veterinary |

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|   |  |      |  |   |
|---|--|------|--|---|
|   |  |      |  | Drugs and Biologics Control Officer (RAFVDABCO)     |
| 9. Participate in the inspection proper   | 9.1 Conduct inspection proper<br>a. Entry meeting<br>b. Verification of original documents<br>c. Facility inspection<br>d. Exit Meeting  | None | 3 hours  | IMES Inspection Team<br><br>For RFO, RAFVDABCO Team |
| 10. Monitor status of application thru email and account:<br><br><b>Remarks:</b><br>If with compliance, the application is pending until requested requirements is satisfied maximum of 30 days from the day of request, otherwise, the system will automatically reject the application, then the applicant will return to Step 3. | 10.1 Encode Inspection Findings in the INS System<br><br><b>Remarks:</b><br>If non-compliance, send a compliance request.<br><br>If complete, forward to endorser for Recommending approval to Assistant Director with the authority of the Director | None | 30 minutes   | IMES Inspection Team<br><br>For RFO, RAFVDABCO Team |
|   | 10.2 Endorse the application to the Assistant Director for approval with the authority of the Director   | None | 5 minutes  | Supervising Agriculturist AFVDBCD                   |
| 11. Print LTO Certificate   | None   | None | 2 minutes  |   |
| <b>TOTAL PROCESSING TIME</b>  |  |      | <b>14 working days<br/>4 hours, 52 minutes per applications<br/><br/>(Excluding travel time, scheduling, and period of compliance)</b> |   |



### 3. ISSUANCE OF CERTIFICATE OF FEED PRODUCT REGISTRATION (CFPR)

This describes the process covers the payment procedure up to the issuance of Certificate of Feed Product Registration (CFPR)

|                             |  |             |
|-----------------------------|--|-------------|
| <b>Office or Division:</b>  | Animal Feeds, Veterinary Drugs and Biologics Control Division (AFVDBCD)  |             |
| <b>Classification:</b>      | Highly Technical Transaction   |             |
| <b>Type of Transaction:</b> | G2B – Government to Business   |             |
| <b>Who may avail?</b>       | Business entity with License To Operate (LTO) as Mixed Feed Manufacturer, Feed Ingredient Manufacturer, Importer, Commercial Feed Trader, Non-Commercial Feed Manufacturer and Indentor  |             |
| <b>Fees to be Paid:</b>     | <b>Type of application</b>   | <b>Fees</b> |
|                             | Initial  | PHP. 100.00 |
|                             | Renewal  | PHP. 100.00 |
|                             | Change in Circumstances (CIC)  | PHP. 100.00 |
|                             | Additional Exporter  | PHP. 100.00 |
|                             | Brand name clearance fee   | PHP. 50.00  |
|                             | <b>Note:</b><br>A surcharge will be imposed for late renewal applications as stated in AO 12 Series of 2007, Section 6. Renewal of Registration:<br><i>“6.4 Surcharges based on the amount of the registration fee due and payable shall be imposed to those who fail to file their renewals on or before the deadline. A surcharge of 25% shall be imposed to those who file their renewal within 15 days after the deadline, 50% to those who file their renewal within 30 days after the deadline, 75% to those who file their renewal within 45 days after the deadline and 100% to those who file their renewal beyond 45 days after the deadline. Provided, that the aforementioned is without prejudice to the imposition of the penalties provided for under RA 1556, otherwise known as the “Livestock and Poultry Feeds Act” (as amended by Senate Bill No. 627 through Presidential Decree No. 7).”</i> |             |

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| CHECKLIST OF REQUIREMENTS   | WHERE TO SECURE  |
|---|--|
| Prepare one (1) electronic copy of the listed documents.  |  |
| <b>A. Initial Application for Imported Feed Product</b>   |  |
| 1. Official Receipt for Initial application   | c/o Applicant  |
| 1. Brand Name (for Branded Products) - whichever is applicable<br>a. Previously approved Brand Name Certificate; or<br>b. Duly accomplished Brand Name Application Form (RF FVDB-14) and Official Receipt (OR); or<br>c. Valid IPOPhil Certificate of Registration  | Download application form at <a href="http://www.bai.gov.ph">www.bai.gov.ph</a> -AFVDBCD Service form<br>c/o Applicant |
| 2. Technical Product description  | c/o Applicant  |
| 3. Process Flow of Manufacturing Procedure  | c/o Applicant  |
| 4. Certificate of Analysis (COA) from:<br>a. BAI- Veterinary Laboratory Division (VLD) Chemical and Feed Analysis Section (CFAS);<br>b. Department of Agriculture (DA)- Regional Feed Chemical Analysis Laboratory;<br>c. BAI Recognized third-party laboratories;<br>d. Any Government Laboratories;<br>e. Company owned laboratory or in-house laboratory with Certificate of Recognition issued by BAI.<br>f. Third-party laboratory COA (if the item a, b, c, d, and e have no capability to conduct the required test) authenticated by a competent authority from the country of origin will be accepted. The email address of the laboratory should also be indicated for further verification | c/o Applicant  |
| 5. Proposed label   | c/o Applicant  |
| 6. Distribution Agreement between the importer/indentor and foreign manufacturer/supplier for branded products; Appointment letter will be accepted   | c/o Applicant  |
| 7. Certificate of Free Sale (CFS) issued by Competent Authority from country of origin  | c/o Applicant, Issued by Competent Authority from country of origin  |
| 8. Certificate of Good Manufacturing Practice/HACCP or equivalent certificate related to safety and quality of the product issued from the country of origin  | c/o Applicant, with Authentication or Apostille from the competent authority   |

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| B. Initial Application for Locally Manufactured Feed Product  |   |
|---|---|
| 1. Official Receipt for initial application   | c/o Applicant   |
| 2. Brand Name (for Branded Products) - whichever is applicable  | Download application form at <a href="http://www.bai.gov.ph">www.bai.gov.ph</a> -AFVDBCD Service form |
| a. Previously approved Brand Name Certificate; or   |   |
| b. Duly accomplished Brand Name Application Form (RF FVDB-14) and Official Receipt (OR); or                               | c/o Applicant   |
| c. Valid IPOPhil Certificate of Registration  |   |
| 3. Technical Product description  | c/o Applicant   |
| 4. Process Flow of Manufacturing Procedure  | c/o Applicant   |
| 5. Certificate of Analysis (COA) from:  | c/o Applicant   |
| a. BAI- Veterinary Laboratory Division (VLD) Chemical and Feed Analysis Section (CFAS);                                   |   |
| b. Department of Agriculture (DA)- Regional Feed Chemical Analysis Laboratory;  |   |
| c. BAI Recognized third-party laboratories;   |   |
| d. Any Government Laboratories;   |   |
| e. Company owned laboratory or in-house laboratory with Certificate of Recognition issued by BAI.                         |   |
| 6. Proposed Label   | c/o Applicant   |
| 7. Distribution Agreement between the Commercial Feed Trader (CFT) and Toll Manufacturer (TM)                             | c/o Applicant   |
| C. For Own Use/Consumption and not Intended for Distribution or Sale  |   |
| Note: For Imported Grains, the requirements are item 1, 4 and 5 only, the rest are required to all imported feed products |   |
| 1. Official Receipt for initial application   | c/o Applicant   |
| 2. Technical Product description  | c/o Applicant   |
| 3. Process Flow of Manufacturing Procedure  | c/o Applicant   |
| 4. Certificate of Analysis (COA) from:  | c/o Applicant   |
| a. BAI- Veterinary Laboratory Division (VLD) Chemical and Feed Analysis Section (CFAS);                                   |   |
| b. Department of Agriculture (DA)- Regional Feed Chemical Analysis Laboratory;  |   |
| c. BAI Recognized third-party laboratories;   |   |
| d. Any Government Laboratories;   |   |
| e. Company owned laboratory or in-house laboratory with Certificate   |   |

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|   |   |
|---|---|
| of Recognition issued by BAI.<br>f. Third-party laboratory COA (if the item a, b, c, d, and e have no capability to conduct the required test) authenticated by a competent authority from the country of origin will be accepted. The email address of the laboratory should also be indicated for further verification  |   |
| 5. Certificate of Free Sale (CFS) issued by Competent Authority from country of origin  | c/o Applicant, Issued by Competent Authority from country of origin |
| 6. Certificate of Good Manufacturing Practice/HACCP or equivalent certificate related to safety and quality of the product issued from the country of origin  | c/o Applicant, Issued by Competent Authority from country of origin |
| <b>D. RENEWAL (Imported and locally manufactured feed products)</b>   |   |
| 1. Official Receipt for Renewal application   | c/o Applicant   |
| 2. Previously approved CFPR   | c/o Applicant   |
| 3. COA from:<br>a. BAI- Veterinary Laboratory Division (VLD) Chemical and Feed Analysis Section (CFAS);<br>b. Department of Agriculture (DA)- Regional Feed Chemical Analysis Laboratory;<br>c. BAI Recognized third-party laboratories;<br>d. Any Government Laboratories;<br>e. Company owned laboratory or in-house laboratory with Certificate of Recognition issued by BAI.<br>f. Third-party laboratory COA (if the item a, b, c, d, and e have no capability to conduct the required test) authenticated by a competent authority from the country of origin will be accepted. The email address of the laboratory should also be indicated for further verification | c/o Applicant   |
| 4. Commercial printed label (Not applicable for Own Use/ consumption and not intended for distribution or sale)   | c/o Applicant   |
| <b>E. Change in Circumstances (CIC)</b>   |   |
| 1. Official Receipt for CIC application   | c/o Applicant   |
| 2. Previously approved CFPR   | c/o Applicant   |
| 3. Official letter address to BAI Director indicating the details of the requested change (s)   | c/o Applicant   |
| 4. Revised label indicating the change(s)   | c/o Applicant   |

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| 5.   | MOA between the Exporter and Importer  |                 |                 |   |
|--|--|-----------------|-----------------|---|
| 6.   | Deed of Sale/ Transfer of Rights in case change of ownership   | c/o Applicant   |                 |   |
| <b>F. Additional Exporter</b>  |  |                 |                 |   |
| 1.   | Official Receipt for Additional Exporter   | c/o Applicant   |                 |   |
| 2.   | Proposed Label indicating the details of the additional exporter   | c/o Applicant   |                 |   |
| 3.   | Official letter address to BAI Director indicating the details of the additional exporter  | c/o Applicant   |                 |   |
| 4.   | Previously approved CFPR   | c/o Applicant   |                 |   |
| <b>INITIAL/RENEWAL/ CIC/ ADDITIONAL EXPORTER APPLICATION PROCESS FOR IMPORTED AND LOCALLY MANUFACTURED FEED PRODUCTS</b>                 |  |                 |                 |   |
| CLIENT STEPS   | AGENCY ACTIONS   | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE  |
| 1. The client informs their intention to apply thru phone call and/ or email to <a href="mailto:afvbcd@bai.gov.ph">afvbcd@bai.gov.ph</a> | 1.1. Client to inquire about the feed product online registration thru phone call and/or email.  | None            | (c/o Client)    | Client  |
| 2. ASS acknowledge receipt of email and forward to LRCS TE   | 2.1. ASS to acknowledge receipt of the email and forward the inquiries to LRCS TE.   | None            | 2 days          | Licensing, Registration, and Certification Section (LRCS)<br>Administrative Support Staff |
| 3. The LRCS TE to provide client instruction on the registration process of CFPR   | 3.1 Provide client instruction on the feed product registration, payment, and application process thru email.<br>3.2 Provide helpdesk email of INS to client for the online registration | None            |                 | LRCS Technical Evaluators (TE)-<br>Agriculturist II                                       |

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|   |   |  |                     |                  |
|---|---|--|---------------------|------------------|
| <p>4. The client to request for the e-OP</p>  | <p>4.1 The client to send an email request for the electronic Order of Payment (e-OP) at <a href="mailto:op.productreg.afvdbcd@gmail.com">op.productreg.afvdbcd@gmail.com</a>.</p> <p><b>Note:</b><br/>For branded products with no existing Brand Name Clearance (BNC), download the BNC application form (RF FVDB-14) at <a href="http://www.bai.gov.ph">www.bai.gov.ph</a> and submit duly filled-out application form as an attachment to the email request for e-OP.</p> | <p>None</p>  |                     | <p>Client</p>    |
| <p>5. ASS to login to <a href="http://i.bai.gov.ph/DTS/OrderOfPayment.aspx">i.bai.gov.ph/DTS/OrderOfPayment.aspx</a> to start e-OP issuance process</p> | <p>5.1. The ASS to login to <a href="http://i.bai.gov.ph/DTS/OrderOfPayment.aspx">i.bai.gov.ph/DTS/OrderOfPayment.aspx</a> to start e-OP issuance for Brand Name Clearance and feed product registration for Initial, Renewal, CIC and Additional Exporter.</p>   | <p>None</p>  |                     | <p>LRCS- ASS</p> |
| <p>6. ASS to send the e-OP to client thru email</p>   | <p>6.1 Prepares and sends e-OP to client (See schedule of fees above)</p>   | <p>PHP 100.00/<br/>product<br/>(Initial/ Renewal/<br/>CIC/ Additional<br/>Exporter)</p> <p>PHP 50.00/<br/>Brand Name<br/>Clearance</p> |                     | <p>LRCS- ASS</p> |
| <p>7. Client to pay via BAI Electronic Payment System</p>   | <p>7.1. Client pays the corresponding fee via BAI Electronic Payment System - <a href="https://www.lbp-eservices.com/egps/portal/index.jsp">https://www.lbp-eservices.com/egps/portal/index.jsp</a><br/><i>Note: The Official Receipt (OR) will be automatically sent to the client's email</i></p>   |  | <p>(c/o Client)</p> | <p>Client</p>    |

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| <p>8. Client to login to <a href="https://baireg.intercommerce.com.ph/">https://baireg.intercommerce.com.ph/</a> to start the application process</p>     | <p>8.1 Client to login to <a href="https://baireg.intercommerce.com.ph/">https://baireg.intercommerce.com.ph/</a> to start application process as referred to INS User Manual, to wit:</p> <ol style="list-style-type: none"> <li>a. Fill-up the necessary information required in the field provided</li> <li>b. Attach the documentary requirements and OR</li> <li>c. Click the “Submit” button.</li> </ol> <p>The status of the application should appear as “Submitted” and automatically goes to the account for review.</p> <p>See lists of requirements above for Initial Application, Renewal, CIC and Additional Exporter and which can also be found in the BAI-INS portal</p> | <p style="text-align: center;">None</p> | <p style="text-align: center;">(c/o Client)</p> | <p style="text-align: center;">Client</p>                        |
| <p>9. TE to login to <a href="https://baireg.intercommerce.com.ph/bai/">https://baireg.intercommerce.com.ph/bai/</a> to start the application process</p> | <p>9.1. TE evaluates the application and the attached documentary requirements for completeness and validity.</p> <p><b>Note:</b><br/>If it's rejected, the TE will click the “Reject Application” button and fill in the “Reason of Rejection” field for any findings in the application.<br/>Clients may re-apply by “create from existing application”.</p> <p>If it's passed, the status of the application should appear as “For Endorsement” and automatically goes to the SH account.</p> <p><b>Note:</b><br/>Client will receive an email indicating the reason for rejection.</p>  | <p style="text-align: center;">None</p> | <p style="text-align: center;">15 days</p>      | <p style="text-align: center;">LRCS Section Agriculturist II</p> |

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| <p>10. The SH to login to <a href="https://baireg.intercommerce.com.ph/bai">https://baireg.intercommerce.com.ph/bai</a> to start to review the application for any inconsistencies</p>       | <p>10.1 The LRCS-SH to endorse the applications.</p> <p>If it's rejected, SH will click the "Reject Application" button and fill in the "Reason of Rejection" field for any findings in the application.</p> <p>Clients may re-apply by "create from existing application".</p> <p>If it's passed, the status of the application should appear as "For Approval" and automatically goes to the Assistant Director (AD) account.</p> <p><b>Note:</b><br/>Client will receive an email indicating the reason for rejection.</p>   | <p style="text-align: center;">None</p> | <p style="text-align: center;">2 days</p> | <p style="text-align: center;">LRCS Section Head- Senior Agriculturist</p> |
| <p>11. The Assistant Director to login to <a href="https://baireg.intercommerce.com.ph/bai">https://baireg.intercommerce.com.ph/bai</a> for final review and approval of the application</p> | <p>11.1. The AD approves the application by clicking the "Approve" button.</p> <p>If it's rejected, AD can click the "Reject Application" button and fill in the "Reason of Rejection" field for any findings in the application.</p> <p>Clients may re-apply by "create from existing application".</p> <p>If it's passed, the status of the application should appear as "Approved".</p> <p>Client will receive email notification indicating that the CFPR has been approved</p> <p><b>Note:</b><br/>Client will receive an email indicating the reason for rejection.</p> | <p style="text-align: center;">None</p> | <p style="text-align: center;">1 day</p>  | <p style="text-align: center;">Assistant Director (AD)</p>                 |

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|  |  |   |                |        |
| 12. Client to print the CFPR certificate | 12.1. Client to click the “Print Button” to view and print the CFPR.<br><br><b>Note:</b> The CFPR will be limited to one time printing only. |   | (c/o Client)   | Client |
| <b>TOTAL:</b>                            |  | <b>PHP 100.00/<br/>product</b><br><br><b>PHP 50.00 /<br/>Brand Name</b> | <b>20 days</b> |        |



#### 4. ISSUANCE OF CERTIFICATE OF PRODUCT REGISTRATION OF FEED PREMIXES AND WATER SOLUBLE SUPPLEMENTS (CPR- VDAP)

This describes the process that covers the payment procedure up to the issuance of Certificate of Product Registration of Feed Premixes and Water Soluble Supplements (CPR-VDAP).

| <b>Office or Division:</b>  | Animal Feeds, Veterinary Drugs and Biologics Control Division (AFVDBCD)  |                               |          |          |                   |               |         |                   |               |         |                            |               |         |                               |             |     |                          |            |     |  |  |
|---|--|-------------------------------|----------|----------|-------------------|---------------|---------|-------------------|---------------|---------|----------------------------|---------------|---------|-------------------------------|-------------|-----|--------------------------|------------|-----|--|--|
| <b>Classification:</b>  | Highly Technical Transaction   |                               |          |          |                   |               |         |                   |               |         |                            |               |         |                               |             |     |                          |            |     |  |  |
| <b>Type of Transaction:</b>   | G2B – Government to Business   |                               |          |          |                   |               |         |                   |               |         |                            |               |         |                               |             |     |                          |            |     |  |  |
| <b>Who may avail?</b>   | Business entity with entity License-To-Operate (LTO) as VDAP Manufacturer, Trader, and Distributor/ Importer   |                               |          |          |                   |               |         |                   |               |         |                            |               |         |                               |             |     |                          |            |     |  |  |
| <b>Fees to be paid:</b>   | <table border="1"> <thead> <tr> <th>Type of application</th> <th>Fees</th> <th>Validity</th> </tr> </thead> <tbody> <tr> <td>Initial (Generic)</td> <td>PHP. 1,200.00</td> <td>2 years</td> </tr> <tr> <td>Initial (Branded)</td> <td>PHP. 2,400.00</td> <td>2 years</td> </tr> <tr> <td>Renewal (Generic/ Branded)</td> <td>PHP. 1,800.00</td> <td>5 years</td> </tr> <tr> <td>Change in Circumstances (CIC)</td> <td>PHP. 100.00</td> <td>N/A</td> </tr> <tr> <td>Brand name clearance fee</td> <td>PHP. 50.00</td> <td>N/A</td> </tr> </tbody> </table> | Type of application           | Fees     | Validity | Initial (Generic) | PHP. 1,200.00 | 2 years | Initial (Branded) | PHP. 2,400.00 | 2 years | Renewal (Generic/ Branded) | PHP. 1,800.00 | 5 years | Change in Circumstances (CIC) | PHP. 100.00 | N/A | Brand name clearance fee | PHP. 50.00 | N/A |  |  |
|   | Type of application  | Fees                          | Validity |          |                   |               |         |                   |               |         |                            |               |         |                               |             |     |                          |            |     |  |  |
|   | Initial (Generic)  | PHP. 1,200.00                 | 2 years  |          |                   |               |         |                   |               |         |                            |               |         |                               |             |     |                          |            |     |  |  |
|   | Initial (Branded)  | PHP. 2,400.00                 | 2 years  |          |                   |               |         |                   |               |         |                            |               |         |                               |             |     |                          |            |     |  |  |
|   | Renewal (Generic/ Branded)   | PHP. 1,800.00                 | 5 years  |          |                   |               |         |                   |               |         |                            |               |         |                               |             |     |                          |            |     |  |  |
|   | Change in Circumstances (CIC)  | PHP. 100.00                   | N/A      |          |                   |               |         |                   |               |         |                            |               |         |                               |             |     |                          |            |     |  |  |
| Brand name clearance fee  | PHP. 50.00   | N/A                           |          |          |                   |               |         |                   |               |         |                            |               |         |                               |             |     |                          |            |     |  |  |
| <b>CHECKLIST OF REQUIREMENTS</b>  |  | <b>Initial (Generic)</b>      |          |          |                   |               |         |                   |               |         |                            |               |         |                               |             |     |                          |            |     |  |  |
| Prepare one (1) electronic copy of the listed documents.  |  | Initial (Branded)             |          |          |                   |               |         |                   |               |         |                            |               |         |                               |             |     |                          |            |     |  |  |
| 1. Official Receipt for Initial application and Brand Name Clearance for unregistered brand name                          |  | Change in Circumstances (CIC) |          |          |                   |               |         |                   |               |         |                            |               |         |                               |             |     |                          |            |     |  |  |
| 2. Duly accomplished Brand Name Application Form for unregistered brand name, (RF FVDB-14)                                |  | Brand name clearance fee      |          |          |                   |               |         |                   |               |         |                            |               |         |                               |             |     |                          |            |     |  |  |
| 3. Duly accomplished Application form for VDAP Registration (Feed Premixes and Water Soluble Supplements) (RF AFVDBCD-05) |  |                               |          |          |                   |               |         |                   |               |         |                            |               |         |                               |             |     |                          |            |     |  |  |

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| 4. Duly accomplished Initial/Renewal VDAP Registration Annex Form (RF FVDB-17)   |  |
| 5. Duly accomplished VDAP Declaration Form (RF FVDB-19)  |  |
| 6. Amount and technical specification of all ingredients used as component of the product  | c/o Applicant  |
| 7. Full description of the methods used, the facilities control in the manufacture, processing and packaging of the product  | c/o Applicant  |
| 8. Technical specification and physical description of the finished product  | c/o Applicant  |
| 9. Complete assay procedure for active ingredients (finished product and degradation products, if any)   | c/o Applicant  |
| 10. Stability studies of the product to justify claimed expiration date. Accelerated and or actual stability data from at least three (3) elevated temperature   | c/o Applicant  |
| 11. Proposed generic label to be used for the product with actual color and text   | c/o Applicant  |
| 12. Valid Professional Regulation Commission (PRC) Identification card of Veterinary Medical Officer   | c/o Applicant  |
| 13. Valid LTO-VDAP (RF FVDB-08)  | c/o Applicant  |
| 14. Certificate of Analysis (COA) of the batch /lot number of samples from: <ul style="list-style-type: none"> <li>a. BAI-Chemical and Feed Analysis Section (CFAS)</li> <li>b. Regional Feed Chemical Analysis Laboratory</li> <li>c. BAI Recognized third-party laboratory</li> <li>d. Third-party laboratory from the country of origin (if the item a, b and c have no capability to conduct the required test)</li> </ul> | c/o Applicant  |
| 15. Memorandum of Agreement between Manufacturer and Distributor (Manufacturing /Foreign Agency or Distributorship Agreement)  | c/o Applicant  |
| 16. Government issued Certificate of Clearance and Certificate of Free Sale or Registration approval of the product from the country of origin   | c/o Applicant (Not applicable for locally manufactured veterinary product) |
| 17. Government issued Certificate attesting to the manufacturer's competency and reliability of the personnel and facilities   | c/o Applicant (Not applicable for locally manufactured veterinary product) |
| <b>B. Renewal</b>  |  |
| a. Official Receipt for Renewal application  | c/o Applicant  |

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| b. Duly accomplished Application form for VDAP Registration (Feed Premixes and Water-Soluble Supplements) (RF FVDB-05)        | Download application form at <a href="http://www.bai.gov.ph">www.bai.gov.ph</a> - AFVDBCD Service form |
| c. Duly accomplished Declaration Form (RF FVDB-1419)  | c/o Applicant  |
| 2. Memorandum of Agreement between Manufacturer and Distributor (Manufacturing /Foreign Agency or Distributorship Agreement)  | c/o Applicant  |
| 3. Copy of valid VDAP LTO (RF FVDB-08)  | c/o Applicant  |
| 4. Valid PRC Identification card of Veterinary Medical Officer  |  |
| 5. COA of the batch / lot number of samples from:   | c/o Applicant  |
| a. BAI-Chemical and Feed Analysis Section (CFAS)  |  |
| b. Regional Feed Chemical Analysis Laboratory   |  |
| c. BAI Recognized third-party laboratory  |  |
| d. Third-party laboratory from the country of origin (if the item a, b and c have no capability to conduct the required test) |  |
| 6. Actual commercial label  | c/o Applicant  |
| <b>C. Change in Circumstances (CIC)</b>   |  |
| 1. Official Receipt for CIC application   | c/o Applicant  |
| 2. Duly accomplished Application form for VDAP Registration (RF FVDB-05)  | Download application form at <a href="http://www.bai.gov.ph">www.bai.gov.ph</a> - AFVDBCD Service form |
| 3. Duly accomplished Declaration Form ( RF FVDB-19)   | c/o Applicant  |
| 4. Official letter address to BAI Director indicating the details of the requested change(s)                                  | c/o Applicant  |
| 5. BAI previously approved label  | c/o Applicant  |
| 6. Revised label indicating the change(s)   | c/o Applicant  |
| 7. Previously approved CPR  | c/o Applicant  |
| 8. Deed of Sale/ Transfer of Rights in case of change in ownership  | c/o Applicant  |

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| INITIAL/RENEWAL/ CIC APPLICATION PROCESS FOR IMPORTED AND LOCALLY MANUFACTURED VETERINARY PRODUCTS   |   |   |                 |                    |
|--|---|---|-----------------|--------------------|
| CLIENT STEPS   | AGENCY ACTIONS  | FEES TO BE PAID   | PROCESSING TIME | PERSON RESPONSIBLE |
| <p>1. Send an email request for the Order of Payment (OP) at <a href="mailto:cpr.afvdbcd@gmail.com">cpr.afvdbcd@gmail.com</a></p> <p><b>Note:</b><br/>For branded products with no existing Brand Name Clearance (BNC), download the BNC application form (RF FVDB-14) at <a href="http://www.bai.gov.ph">www.bai.gov.ph</a> and submit duly filled-out application form as an attachment to the email request for e-OP.</p> | 1.1 Prepares electronic order of payment (e-OP)   | None  |                 | Client             |
| <p>2. Download the following application forms at <a href="http://www.bai.gov.ph">www.bai.gov.ph</a>:</p> <ul style="list-style-type: none"> <li>a. RF FVDB-14</li> <li>b. RF FVDB -05</li> <li>c. RF FVDB -17</li> <li>d. RF FVDB -19</li> </ul> <p>Submit duly filled- out application forms and copy of documentary requirements via email at <a href="mailto:cpr.afvdbcd@gmail.com">cpr.afvdbcd@gmail.com</a></p>        | 2.1 Receive, review and verify the completeness of documents. If complete, proceed to step no. 2. If with deficiency, inform the client through email | None  |                 | Client             |
| 3. Go to the Landbank Electronic Payment System (EPS) portal and pay corresponding fee.  | None  | <p style="text-align: center;">Generic PHP<br/>1,200.00</p> <p style="text-align: center;">Branded<br/>PHP 2,400.00</p> |                 | Client             |

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|   |  |  |                               |  |
|---|--|--|-------------------------------|--|
| 4. Send copy of Official Receipt (OR) thru email at cpr.afvdbcd@gmail.com | 4.1 Receive and acknowledge copy of payment transaction  | None   |                               | Client   |
| 5. Wait for the evaluation of product application                         | 5.1 Evaluate, verify and check the application and documentary requirements<br><br>If compliance, proceed to step no. 6. If with deficiency, inform the client | None   | 15 days                       | Registration, Licensing and Certification Section (RLCS) Technical Evaluator<br><br>Veterinarian // Senior Agriculturist |
| 6. Wait for the print out copy of the certificate                         | 6.1 Preparation of CPR (Encode, assign registration number, and print the certificate)   | None   | 2 days                        | RLCS Encoder-Administrative Assistant II   |
|   | 6.2 Recommendation   | None   | 1 day                         | Division Chief/Supervising Agriculturist   |
|   | 6.3 Transmittal  | None   | 1 day                         | RLCS Encoder - Administrative Assistant II   |
|   | 6.4 Approval   | None   | 1 day                         | BAI Director/Assistant Director  |
| 7. Claim the CPR  | 7.1 Release of the CPR   | None   | 5 minutes                     | Releasing Officer-Administrative Assistant II  |
| <b>Total</b>  |  | <b>Generic PHP 1,200.00/<br/><br/>Branded PHP 2,400.00</b> | <b>20 days, and 5 minutes</b> |  |



**Annex I. Schedule of Fees for VDAP Certificate of Product Registration**

| Type of application           | Fees          | Validity |
|-------------------------------|---------------|----------|
| Initial (Generic)             | PHP. 1,200.00 | 2 years  |
| Initial (Branded)             | PHP. 2,400.00 | 2 years  |
| Renewal (Generic/ Branded)    | PHP. 1,800.00 | 5 years  |
| Change in Circumstances (CIC) | PHP. 100.00   | N/A      |
| Brand name clearance fee      | PHP. 50.00    | N/A      |



### 5. ELECTRONIC ISSUANCE OF SANITARY/PHYTOSANITARY IMPORT CLEARANCE (SPSIC)

This describes the process of preparing and issuing of Sanitary and Phytosanitary Import Clearance (SPS IC) for animal feeds, veterinary drugs and products and biological products.

| <b>Office or Division:</b>  | Animal Feeds, Veterinary Drugs and Biologics Control Division (AFVDBCD)   |                |                        |                |         |             |               |             |             |             |                     |             |       |             |
|---|---|----------------|------------------------|----------------|---------|-------------|---------------|-------------|-------------|-------------|---------------------|-------------|-------|-------------|
| <b>Classification:</b>  | Simple Transaction  |                |                        |                |         |             |               |             |             |             |                     |             |       |             |
| <b>Type of Transaction:</b>   | G2B – Government to Business,   |                |                        |                |         |             |               |             |             |             |                     |             |       |             |
| <b>Who may avail?</b>   | Business entity with existing License-To-Operate (LTO) as Feed Manufacturer, Commercial Feed Trader, Importer, Veterinary Drugs and Product Manufacturer, Trader, Distributor-Importer and Biologics Importer   |                |                        |                |         |             |               |             |             |             |                     |             |       |             |
| <b>Fees to be paid:</b>   | <table border="1"> <thead> <tr> <th>Purpose of Importation</th> <th>Processing Fee</th> </tr> </thead> <tbody> <tr> <td>Trading</td> <td>PHP. 150.00</td> </tr> <tr> <td>Manufacturing</td> <td>PHP. 150.00</td> </tr> <tr> <td>For Own Use</td> <td>PHP. 150.00</td> </tr> <tr> <td>Laboratory Analysis</td> <td>PHP. 150.00</td> </tr> <tr> <td>Trial</td> <td>PHP. 150.00</td> </tr> </tbody> </table> |                | Purpose of Importation | Processing Fee | Trading | PHP. 150.00 | Manufacturing | PHP. 150.00 | For Own Use | PHP. 150.00 | Laboratory Analysis | PHP. 150.00 | Trial | PHP. 150.00 |
|   | Purpose of Importation  | Processing Fee |                        |                |         |             |               |             |             |             |                     |             |       |             |
|   | Trading   | PHP. 150.00    |                        |                |         |             |               |             |             |             |                     |             |       |             |
|   | Manufacturing   | PHP. 150.00    |                        |                |         |             |               |             |             |             |                     |             |       |             |
|   | For Own Use   | PHP. 150.00    |                        |                |         |             |               |             |             |             |                     |             |       |             |
|   | Laboratory Analysis   | PHP. 150.00    |                        |                |         |             |               |             |             |             |                     |             |       |             |
| Trial   | PHP. 150.00   |                |                        |                |         |             |               |             |             |             |                     |             |       |             |
| <b>CHECKLIST OF REQUIREMENTS</b>  |   |                |                        |                |         |             |               |             |             |             |                     |             |       |             |
| <b>WHERE TO SECURE</b>  |   |                |                        |                |         |             |               |             |             |             |                     |             |       |             |
| <b>Activation of Account</b>  |   |                |                        |                |         |             |               |             |             |             |                     |             |       |             |
| 1. INS Enrollment (WEBCWS Importer Registration Form)                                       |   |                |                        |                |         |             |               |             |             |             |                     |             |       |             |
| 2. Information Service Agreement  |   |                |                        |                |         |             |               |             |             |             |                     |             |       |             |
| 3. BAI List of Importables  |   |                |                        |                |         |             |               |             |             |             |                     |             |       |             |
| Manufacturer, Importer, Trader, Distributor of Animal Feeds, Veterinary Drugs and Biologics |   |                |                        |                |         |             |               |             |             |             |                     |             |       |             |
| 1. Proforma Invoice (1 original scanned copy);  | c/o Applicant, Exporter/ Manufacturer   |                |                        |                |         |             |               |             |             |             |                     |             |       |             |
| 2. Valid CPR/ CFPR/ VBPR; and   | c/o Applicant, AFVDBCD  |                |                        |                |         |             |               |             |             |             |                     |             |       |             |

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|  |                               |
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| <p>3. Valid LTO Importer/ Manufacturer of feed establishment, veterinary drugs and product and biologics<br/>If importing for own-use, attach LTO as Feed/ VDAP Manufacturer</p> | <p>c/o Applicant, AFVDBCD</p> |
|--|-------------------------------|

| CLIENT STEPS   | AGENCY ACTIONS  | FEES TO BE PAID   | PROCESSING TIME             | PERSON RESPONSIBLE   |
|--|---|-------------------|-----------------------------|--|
| 1. Deposit advance payment   | 1. Issue official receipt   | PHP 150.00        | 5 minutes                   | BAI Cashier Staff  |
| 2. Sign up/create an account at InterCommerce Network Services (INS)             | 2. Approve application electronically   |                   |                             | c/o INS  |
| 3. Apply SPS Import Permit. Fill out the template online and upload requirements | 3.1 Review SPS IC Application and attachments as reference. If application and attachments are correct and valid, the reviewer endorses the application. If with deficiencies, reviewer rejects the application and indicate the need attachment or changes | None              | 1 day                       | Registration and Licensing Section (RLCS) Technical reviewer –<br>Agriculturist II<br>Administrative Aide VI |
|  | 3.2 Endorsement   | None              | 1 day                       | LRCS Section Head<br>Veterinarian II   |
|  | 3.3 Approval  | None              | 1 day                       | BAI Assistant Director   |
|  | <b>TOTAL</b>  | <b>PHP 150.00</b> | <b>3 days and 5 minutes</b> |  |



## 6. ISSUANCE OF EXPORT COMMODITY CLEARANCE (ECC)

This process covers payment procedures up to the issuance of ECC.

|   |   |                        |                        |  |
|---|---|------------------------|------------------------|--|
| <b>Office or Division:</b>  | Animal Feeds, Veterinary Drugs and Biologics Control Division (AFVDBCD)   |                        |                        |  |
| <b>Classification:</b>  | Simple Transaction  |                        |                        |  |
| <b>Type of Transaction:</b>   | G2B – Government to Business,   |                        |                        |  |
| <b>Who may avail?</b>   | Business entity with existing License-To-Operate (LTO) as Feed Manufacturer, Commercial Feed Trader, Importer, Veterinary Drugs and Product Manufacturer, Trader, Distributor-Importer and Exporter   |                        |                        |  |
| <b>Fees to be Paid:</b>   | PHP. 125.00   |                        |                        |  |
| <b>CHECKLIST OF REQUIREMENTS</b>  |   | <b>WHERE TO SECURE</b> |                        |  |
| Prepare one (1) electronic copy of the listed documents.  |   |                        |                        |  |
| 1. <i>Official letter request for ECC address to BAI Director</i>   |   | c/o Applicant          |                        |  |
| 2. License to Operate (LTO) as Feed or VDAP Exporter  |   | c/o Applicant          |                        |  |
| 3. Certificate of Feed Product Registration for feeds (CPFR) or Certificate of Product Registration (CPR) for veterinary products |   | c/o Applicant          |                        |  |
| 4. Proforma Invoice   |   | c/o Applicant          |                        |  |
| 5. Official Receipt for ECC   |   | c/o Applicant          |                        |  |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTIONS</b>   | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>  |
| 1. Submit letter request and documentary requirements via email at <a href="mailto:afvdbcd@bai.gov.ph">afvdbcd@bai.gov.ph</a>     | 1.1 Receive and acknowledge the request issuance of ECC and forward to the Supervising Agriculturist.<br>If there is an incomplete requirement, inform the client through email. Processing time for the ECC shall start only upon submission of correct and complete requirements. | None                   | 4 hours                | Licensing, Registration, and Certification Section (LRCS) Administrative Support Staff (ASS) |

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|   |  |                    |                          |   |
|---|--|--------------------|--------------------------|---|
|   | 1.2 Reroute letter request to LRCS Technical Evaluator | None               | 2 hours                  | LRCS ASS  |
|   | 1.3 Review ECC application                             | None               | 2 hours                  | LRCS TE   |
| 2. Pay the corresponding fee via BAI Electronic Payment System. | 2.1 Issue Official Receipt (OR)                        | PHP 125.00         |                          | BAI Cashier   |
| 3. Send a copy of OR to afvdbcd@bai.gov.ph                      | 3.1 The ASS acknowledges receipt of the OR             |                    | 4 hours                  |   |
|   | 3.2 Prepares ECC Certificate                           |                    | 4 hours                  | LRCS ASS  |
|   | 3.3 Recommend approval of the ECC                      | None               | 4 hours                  | Division Chief and/or Supervising Agriculturist                       |
|   | 3.4 Approval   | None               |                          | BAI Director and/ or Assistant Director                               |
| 4. Claim the ECC  | 4.1 Release of ECC                                     |                    | 4 hours                  | LRCS ASS  |
|   | <b>TOTAL</b>   | <b>PHP. 125.00</b> | <b>24 hours (3 days)</b> | <b>Note: three days shall only cover processes within the AFVDBCD</b> |



# **National Veterinary Quarantine Services Division (NVQSD)**

## **External Services - Regulatory**



## 1. ACCREDITATION OF COMMERCIAL IMPORTERS/EXPORTERS OF LIVE ANIMALS, ANIMAL PRODUCTS AND BY-PRODUCTS (EXCEPT FROZEN MEAT)

Applicants may apply for BAI Accreditation as importer or exporter of live animals, animal products and animal by-products (except meat) prerequisite to SPS Import Clearance or Export Commodity Clearance/International Veterinary Certificate application pursuant to DA Administrative Order No.9 s.2010 for import and the following issuances for export:

- DA-SO No. 240 series of 2000 – “Creation of an Ad-Hoc Veterinary Quarantine Services”
- BAI Memorandum Order dated June 19, 2009 “Requirements for the Export of Animals, Animal Products and By-products
  - BAI Memorandum Order dated September 30, 2004 “Requirements and Procedures in the Export of Poultry (Hatching Eggs, Day-Old Chicks and Frozen Poultry Meat)
  - DA Memorandum Circular No. 03 Series 2018 “Guidelines on the Export of Live Animals, Animal products and by-products from the Philippines

|                             |  |  |
|-----------------------------|--|--|
| <b>Office or Division:</b>  | National Veterinary Quarantine Services Division   |  |
| <b>Classification:</b>      | Highly Technical   |  |
| <b>Type of Transaction:</b> | G2C - Government to Citizen; G2B – Government to Business  |  |
| <b>Who may avail:</b>       | All  |  |
|                             | <b>CHECKLIST OF REQUIREMENTS</b>   | <b>WHERE TO SECURE</b>                         |
|                             | 1. Letter of intent addressed to the BAI Director (1 electronic mail or letter) with the following information: <ul style="list-style-type: none"> <li>• Full name with Signature of applicant/representative</li> <li>• Contact number and/or E-mail address of applicant/representative</li> <li>• Proposed schedule of inspection with NVQSD</li> </ul> |  |
|                             | 2. Mayor's Business Permit (1 certified true copy)   | LGU Municipal Office where business is located |

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| 3. Taxpayer Registration   |  | Bureau of Internal Revenue                                      |                 |   |
|--|--|---|-----------------|---|
| 4. DTI or SEC Registration (1 certified true copy)   |  | Department of Trade Industry Securities and Exchange Commission |                 |   |
| 5. Current Bureau of Customs Accreditation and Registration - Account Management Office (AMO) (1 certified true copy)  |  | Bureau of Customs   |                 |   |
| 6. Letter of authority for the company's representative (1 original copy)  |  |   |                 |   |
| 7. Notarized lease of contract or proof of ownership of warehouse/cold storage facility (1 copy)   |  |   |                 |   |
| 8. Process flow (for exporters)  |  |   |                 |   |
| 9. License to Operate and Certificate of Product Registration (1 copy)   |  | Food and Drug Administration                                    |                 |   |
| CLIENT STEPS   | AGENCY ACTIONS   | FEES TO BE PAID   | PROCESSING TIME | PERSON RESPONSIBLE                                      |
| 1. Submit letter of intent with copies of applicable above listed requirements.<br><br><b>In person/courier services:</b><br>Address: BAI Director's Office, Visayas Ave., Vasra, Diliman, Quezon City | <b>In person/courier services</b><br><br>1.1 Receive letter with the requirements from client/messenger and stamp receiving copy | None  | 1 day           | BAI Office of the Director,<br>Administrative Assistant |
|  | 1.2 Forward letter with the requirements to National Veterinary Quarantine Services Division                                     |   |                 |   |

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|   |  |      |        |  |
|---|--|------|--------|--|
| <p><b>Via electronic mail at</b><br/><a href="mailto:director@bai.gov.ph">director@bai.gov.ph</a></p>                             | <p>1.1 Forward email to National Veterinary Quarantine Services Division:<br/><a href="mailto:nvqsd@bai.gov.ph">nvqsd@bai.gov.ph</a></p> |      |        |  |
| <p>2. Receive an email reply from the NVQSD acknowledging receipt of the request</p>  | <p>2.1 Receive/acknowledge and send email reply to client</p>  | None | 1 day  | National Veterinary Quarantine Services Division, Administrative Assistant |
|   | <p>2.2 Review submitted Requirements</p>   | None | 1 hour | National Veterinary Quarantine Services Division, Administrative Assistant |
|   | <p>2.3 Endorse application for quarantine site inspection to available inspectors</p>  | None | 1 day  |  |
| <p>3. Receive an email reply or text message or a phone call from NVQSD regarding schedule of inspection</p>                      | <p>3. Send an email reply or text message or call the client for the schedule of inspection</p>  | None | 1 day  | National Veterinary Quarantine Services Division, Technical staff          |
| <p>4. Guide the NVQSD inspector/s during inspection and evaluation. Provide documents and records requested by the inspector.</p> | <p>4.1 Conduct on Site Inspection and Evaluation of client's facility and verification of records</p>                                    | None | 3 days | National Veterinary Quarantine Services Division, Technical staff          |
| <p>5. Wait for the result of the application</p>  | <p>4.2 Prepare and submit inspection report and recommendation</p>   | None | 3 days | National Veterinary Quarantine Services Division, Technical staff          |

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|   |  |                                    |                            |  |
|---|--|------------------------------------|----------------------------|--|
|   | 4.3 Prepare Certificate of Accreditation for compliant application   | None                               | 1 hour                     | National Veterinary Quarantine Services Division, Administrative Assistant |
|   | 4.4 Recommend Approval of Accreditation  | None                               | 1 day                      | National Veterinary Quarantine Services Division Chief                     |
|   | 4.5 Approval of the Certificate of Accreditation   | None                               | 3 days                     | BAI Director   |
| 6. Receive notification from NVQSD via text message, phone call or e-mail to pick-up Certificate of Accreditation | 6.1 Notify client that the Accreditation Certificate is now ready for pick up                                  | None                               | 1 hour                     | National Veterinary Quarantine Services Division, Administrative Assistant |
| 7. Payment of Certificate Fee   | 5.1 Issuance of Order of Payment   | Certificate Fee<br>PHP 100         | 1hour                      | Accounting   |
|   | 5.2 Receive payment and issue Official Receipt   | Certificate Fee<br>PHP 100         | 1 hour                     | Cashier  |
| 6. Receive Certificate of Accreditation   | 6.1 Check payment receipt<br>6.2 Stamp dry seal in the Certificate<br>6.3 Release Certificate of Accreditation |                                    | 1 hour                     | Records  |
| <b>TOTAL</b>  |  | <b>Certificate Fee-PHP<br/>100</b> | <b>14 days 6<br/>hours</b> |  |



## 2. ONLINE ISSUANCE OF SPS IMPORT CLEARANCE FOR ANIMAL PRODUCTS AND BY-PRODUCTS

Applicants may apply for SPS Import Clearance through the intercommerce website prior to importation of animal products and by-products pursuant to DA Administrative Order No.9 s.2010, this is to ensure that the products meet our country's animal health and food safety standards. The importation terms and conditions are also prescribed in the SPS Import Clearance for the importer's compliance.

|   |   |                        |                        |                           |
|---|---|------------------------|------------------------|---------------------------|
| <b>Office or Division:</b>                            | National Veterinary Quarantine Services Division  |                        |                        |                           |
| <b>Classification:</b>                                | Highly Technical  |                        |                        |                           |
| <b>Type of Transaction:</b>                           | G2C - Government to Citizen; G2B – Government to Business; G2G – Government to Government |                        |                        |                           |
| <b>Who may avail:</b>                                 | All   |                        |                        |                           |
| <b>CHECKLIST OF REQUIREMENTS</b>                      |   | <b>WHERE TO SECURE</b> |                        |                           |
| 1. Pro-forma invoice (1 scanned copy of the original) |   | Supplier of products   |                        |                           |
| <b>CLIENT STEPS</b>                                   | <b>AGENCY ACTIONS</b>   | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b> |

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|   |  |      |       |  |
|---|--|------|-------|--|
| <p><b>For new importer:</b><br/>                 1. Contact Intercommerce Network Services (INS) via:<br/>                 Direct Line: (02)843-8182<br/>                 Trunkline: (02) 888-4674 dial 2<br/>                 Sales and Marketing Mobile: 09189024269   09175664362<br/> <a href="https://www.intercommerce.com.ph/contact.asp">https://www.intercommerce.com.ph/contact.asp</a> to register a user account and submit list of Importables.</p> <p><b>Registered user applying for registration of new importables:</b><br/>                 1. Contact Intercommerce Network Services (INS) via:<br/>                 Direct Line: (02)843-8182<br/>                 Trunkline: (02) 888-4674 dial 2  <br/>                 Sales and Marketing Mobile: 09189024269   09175664362<br/> <a href="https://www.intercommerce.com.ph/contact.asp">https://www.intercommerce.com.ph/contact.asp</a> to submit list of new Importables.</p> | 1.1 Refer client to Intercommerce Network Services (INS) for the registration of new account or registration of new importable/s | None | 1 day | National Veterinary Quarantine Services Division, Administrative Assistant   |
|   | 1.2 Review, Evaluate and approve or reject the importable/s  | None | 1 day | National Veterinary Quarantine Services Division, Online technical evaluator |

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|   |   |             |                |  |
|---|---|-------------|----------------|--|
| 2. Log-in at <a href="http://www.intercommerce.com.ph/login.asp">www.intercommerce.com.ph/login.asp</a> to file for SPS Import Clearance and upload Proforma Invoice. | 2.1 Log-in at <a href="http://da.intercommerce.com.ph/">http://da.intercommerce.com.ph/</a> and perform Application completeness review, check standing ban and other import related concerns | None        | 2 days         | National Veterinary Quarantine Services Division, Online technical evaluator |
|   | 2.2 Endorse or reject application   | None        | 1 day          |  |
| 3. Wait for the processing of application   | 3.1 Re-evaluation of application  | None        | 2 days         | National Veterinary Quarantine Services Division, Chief                      |
|   | 3.2 Endorse for approval of the BAI Assistant Director or reject application  | None        | 1 day          |  |
| 4. Print approved SPS Import Clearance  | 4.1 Approve/Reject SPS Import Clearance Application   | None        | 3 days         | BAI, Assistant Director  |
| <b>TOTAL</b>  |   | <b>None</b> | <b>11 days</b> |  |



### 3. ONLINE ISSUANCE OF SPS IMPORT CLEARANCE FOR LIVE ANIMALS (EXCEPT DOGS AND CATS)

Applicants may apply for SPS Import Clearance through the intercommerce website prior to importation of live animals (except dogs and cats) pursuant to DA Administrative Order No.9 s.2010, this is to ensure that the animals comply with our country's animal health regulations to prevent the inadvertent introduction and spread of transboundary animal diseases. The importation terms and conditions are also prescribed in the SPS Import Clearance for full compliance.

|                             |   |   |
|-----------------------------|---|---|
| <b>Office or Division:</b>  | National Veterinary Quarantine Services Division  |   |
| <b>Classification:</b>      | Highly Technical  |   |
| <b>Type of Transaction:</b> | G2C - Government to Citizen; G2B – Government to Business; G2G – Government to Government                       |   |
| <b>Who may avail:</b>       | All   |   |
|                             | <b>CHECKLIST OF REQUIREMENTS</b>  | <b>WHERE TO SECURE</b>  |
|                             | 1. Notarized application (1 original)   |   |
|                             | 2. BAI Certificate of Accreditation as importer (1 photocopy)   | Bureau of Animal Industry, National Veterinary Quarantine Services Division                               |
|                             | 3. Animal Quarantine Site Inspection Report (1 photocopy)   | Bureau of Animal Industry, National Veterinary Quarantine Services Division/Veterinary Quarantine Station |
|                             | 4. For wild and exotic animals:<br>• CITES certification (1 original)<br>• NON-CITES certification (1 original) | Biodiversity Management Bureau, Department of Environment and Natural Resources (BMB, DENR)               |
|                             | 5. Proposed veterinary health certificate from country of origin (1 letter or electronic document)              | Competent Veterinary Authority  |

## CITIZEN'S CHARTER 2024, 3RD EDITION



| 6. Proforma Invoice (1 scanned copy of the original)   |  | Supplier/Exporter |                 |  |
|--|--|-------------------|-----------------|--|
| 7. Certificate of ownership (for cattle only) (1 original)   |  | Supplier/Exporter |                 |  |
| 8. Certificate of gamefowl breeder (if gamefowl) (1 photocopy)   |  |                   |                 |  |
| CLIENT STEPS   | AGENCY ACTIONS   | FEES TO BE PAID   | PROCESSING TIME | PERSON RESPONSIBLE   |
| <p><b>For new importer:</b><br/>1. Contact Intercommerce Network Services (INS) via:<br/><br/>Direct Line: (02)843-8182<br/>Trunkline: (02) 888-4674 dial 2  <br/>Sales and Marketing Mobile :<br/>09189024269   09175664362<br/><a href="https://www.intercommerce.com.ph/contact.asp">https://www.intercommerce.com.ph/contact.asp</a> to register a user account.</p> | 1.1 Refer client to Intercommerce Network Services (INS) for the registration of new account   | None              | 1 day           | National Veterinary Quarantine Services Division, Administrative Assistant   |
| 2. Log-in at <a href="http://www.intercommerce.com.ph/login.asp">www.intercommerce.com.ph/login.asp</a> to file for SPS Import Clearance and upload Proforma Invoice.  | 2.1 Log-in at <a href="http://da.intercommerce.com.ph/">http://da.intercommerce.com.ph/</a> and perform Application completeness review, check Import Risk Assessment report, standing ban and other import related concerns | None              | 2 days          | National Veterinary Quarantine Services Division, Online technical evaluator |
|  | 2.2 Endorse or reject application  | None              | 1 day           |  |

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|   |  |             |                |   |
|---|--|-------------|----------------|---|
| 3. Wait for the processing of application | 3.1 Re-evaluation of application   | None        | 2 days         | National Veterinary Quarantine Services Division, Chief |
|   | 3.2 Endorse for approval of the BAI Assistant Director or reject application | None        | 1 day          |   |
| 4. Print approved SPS Import Clearance    | 4.1 Approve/Reject SPS Import Clearance Application                          | None        | 3 days         | BAI, Assistant Director                                 |
| <b>TOTAL</b>                              |  | <b>None</b> | <b>10 days</b> |   |



#### 4. ISSUANCE OF VETERINARY HEALTH CERTIFICATE/INTERNATIONAL VETERINARY CERTIFICATE FOR THE EXPORT OF LIVE ANIMALS (EXCEPT DOGS AND CATS)

All exports of live animals shall be accompanied by a Veterinary Health Certificate/ international Veterinary Certificate [IVC) or other export clearance that may be required by the Competent Authority of the destination country. The certification specifies that these commodities are free from any communicable animal diseases or are not carriers thereof, as provided in DA Administrative Order No. 03 series of 2018.

|                                  |   |                        |
|----------------------------------|---|------------------------|
| <b>Office or Division:</b>       | National Veterinary Quarantine Services Division  |                        |
| <b>Classification:</b>           | Highly Technical  |                        |
| <b>Type of Transaction:</b>      | G2C - Government to Citizen; G2B – Government to Business; G2G – Government to Government |                        |
| <b>Who may avail:</b>            | All   |                        |
| <b>CHECKLIST OF REQUIREMENTS</b> |   | <b>WHERE TO SECURE</b> |

## CITIZEN'S CHARTER 2024, 3RD EDITION



|  |  |
|--|--|
| <p>1. Letter of intent addressed to the BAI Director (1 electronic mail or letter) with the following information:</p> <ul style="list-style-type: none"> <li>• Species, sex, age and number of animals</li> <li>• Brand Name/Strain</li> <li>• Number/weight</li> <li>• Packaging</li> <li>• Farm of Origin</li> <li>• Main Office address</li> <li>• Name of BAI Accredited Exporter</li> <li>• Name and Address of Consignee</li> <li>• H.S, Code Number</li> <li>• Means of Transport</li> <li>• Date of Export</li> <li>• Country of Destination (Farm/Hatchery/Facility address)</li> <li>• Source farm</li> <li>• Proposed schedule of inspection with NVQSD</li> </ul> |  |
| <p>2. Import Clearance/ Veterinary Health/Quarantine Certificate (1 scanned copy/electronic document)</p>  | <p>National Competent Authority of destination country</p>                             |
| <p>3. CITES permit for exotic pets and non human primates (1 original)</p>   | <p>Biodiversity Management Bureau, DENR</p>  |
| <p>4. Laboratory test results required by the importing country (1 original)</p>   | <p>Authorized testing center approved/recognized/referred by the importing country</p> |
| <p>5. Certificate of Inspection and completion of 31 days pre-export Quarantine inspection of NVQSD (during the start, middle and at the end of the specified period) for non-human primates (1 original)</p>  | <p>Bureau of Animal Industry, National Veterinary Quarantine Services Division</p>     |



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|  |   |             |              |   |
|--|---|-------------|--------------|---|
| <p>1. Submit letter of intent with the copies of applicable above listed requirements.</p> <p><b>in person/courier services:</b><br/>Address: BAI Director's Office, Visayas Ave., Vasra, Diliman, Quezon City</p> | <p><b>In person/courier services</b></p> <p>1.1 Receive letter with the requirements from client/messenger and stamp receiving copy</p> | <p>None</p> | <p>1 day</p> | <p>BAI Office of the Director, Administrative Assistant</p>                       |
|  | <p>1.2 Forward letter with the requirements to National Veterinary Quarantine Services Division</p>                                     |             |              |   |
| <p><b>Via electronic mail at</b><br/><a href="mailto:director@bai.gov.ph">director@bai.gov.ph</a></p>  | <p>1.1 Forward email to National Veterinary Quarantine Services Division: <a href="mailto:nvqsd@bai.gov.ph">nvqsd@bai.gov.ph</a></p>    |             |              |   |
| <p>2. Receive an email reply from the NVQSD acknowledging receipt of the request</p>   | <p>2.1 Receive/acknowledge and send email reply to client</p>   | <p>None</p> | <p>1 day</p> | <p>National Veterinary Quarantine Services Division, Administrative Assistant</p> |

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|  |   |      |        |  |
|--|---|------|--------|--|
|  | 2.2 Review submitted Requirements   | None | 1 hour | National Veterinary Quarantine Services Division, Administrative Assistant |
|  | 2.3 Endorse application for quarantine site inspection to available inspectors Skip this step for export application of non-human primates and go to step 4.3 | None | 1 day  |  |
| 3. Receive an email reply or text message or a phone call from NVQSD regarding schedule of inspection                      | 3. Send an email reply or text message or call the client for the schedule of inspection  | None | 1 day  | National Veterinary Quarantine Services Division, Technical staff          |
| 4. Guide the NVQSD inspector/s during inspection and evaluation. Provide documents and records requested by the inspector. | 4.1 Conduct on Site Inspection and Evaluation of animal health status and verification of records   | None | 3 days | National Veterinary Quarantine Services Division, Technical staff          |
| 5. Wait for the result of the application  | 4.2 Prepare and submit inspection report and recommendation   | None | 3 days | National Veterinary Quarantine Services Division, Technical staff          |
|  | 4.3 Prepare Veterinary Health Certificate for compliant application   | None | 1 hour | National Veterinary Quarantine Services Division, Administrative Assistant |

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|  |  |             |                        |   |
|--|--|-------------|------------------------|---|
|  | 4.4 Review and approval of Veterinary Health Certificate                           | None        | 4 hours                | National Veterinary Quarantine Services Division, Authorized approving Veterinarian |
| 6. Receive notification from NVQSD via text message, phone call or e-mail to pick-up Veterinary Health Certificate | 6.1 Notify client that the Veterinary Health Certificate is now ready for pick up  | None        | 1 hour                 | National Veterinary Quarantine Services Division, Administrative Assistant          |
| 6. Receive Veterinary Health Certificate   | 6.1 Stamp dry seal in the Certificate<br>6.2 Release Veterinary Health Certificate |             | 1 hour                 | National Veterinary Quarantine Services Division                                    |
| <b>TOTAL for General Application</b>   |  | <b>None</b> | <b>10 days 8 hours</b> |   |
| <b>TOTAL for Non-Human Primate Export</b>  |  | <b>None</b> | <b>2 days 8 hours</b>  |   |



**5. ISSUANCE OF VETERINARY HEALTH CERTIFICATE/INTERNATIONAL VETERINARY CERTIFICATE FOR THE EXPORT OF ANIMAL PRODUCTS (FULLY PROCESSED PRODUCTS INCLUDING CANNED GOODS AND FROZEN POULTRY)**

All exports of animal products such as fully-processed products including canned Goods and frozen poultry shall be accompanied by a Veterinary Health Certificate/international Veterinary Certificate [IVC) or other export clearance that may be required by the Competent Authority of the destination country. The certification specifies that these commodities were prepared, processed and packed following the export requirements of the Philippines as provided in BAI Memorandum Order dated June 19, 2009 “Requirements for the Export of Animals, Animal Products and By-products; BAI Memorandum Order dated September 30, 2004 “Requirements and Procedures in the Export of Poultry (Hatching Eggs, Day-Old Chicks and Frozen Poultry Meat) and DA Administrative Order No. 03 series of 2018.

|  |   |                                  |                        |
|--|---|----------------------------------|------------------------|
| <b>Office or Division:</b>   | National Veterinary Quarantine Services Division  |                                  |                        |
| <b>Classification:</b>   | Highly Technical  |                                  |                        |
| <b>Type of Transaction:</b>  | G2C - Government to Citizen; G2B – Government to Business; G2G – Government to Government |                                  |                        |
| <b>Who may avail:</b>  | All   |                                  |                        |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;"><b>CHECKLIST OF REQUIREMENTS</b></td> <td style="width: 50%; text-align: center;"><b>WHERE TO SECURE</b></td> </tr> </table> |   | <b>CHECKLIST OF REQUIREMENTS</b> | <b>WHERE TO SECURE</b> |
| <b>CHECKLIST OF REQUIREMENTS</b>   | <b>WHERE TO SECURE</b>  |                                  |                        |



|   |  |
|---|--|
| <p>1. Letter of intent addressed to the BAI Director (1 electronic mail or letter) with the following information:</p> <p><b>Animal Products (Unprocessed Frozen Meat)</b></p> <ul style="list-style-type: none"><li>• Name and Address of Consignor</li><li>• Name and Address of Consignee</li><li>• Description of Goods</li><li>• Declared Weight</li><li>• "Place of Origin</li><li>• Number and Type of Packages</li><li>• Container Number</li><li>• Seal Number</li><li>• Name, Address and Approval Number of NMIS-Approved establishment</li><li>• Establishment Number</li><li>• Place of Dispatch</li><li>• Country and Place of Destination</li><li>• "Means of Conveyance</li><li>• Date of Dispatch</li><li>• Date of Slaughter/Manufacture</li><li>• Date of Inspection</li></ul> <p><b>Animal Products (Cooked Processed Meat)</b></p> <ul style="list-style-type: none"><li>• Name and Address of Consignor</li><li>• Name and Address of Consignee</li></ul> |  |
|---|--|

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|   |                       |   |                        |                           |
|---|-----------------------|---|------------------------|---------------------------|
| <ul style="list-style-type: none"> <li>• Description of Goods</li> <li>• Declared Weight</li> <li>• Place of Origin</li> <li>• Number, Type and Marking of Packages</li> <li>• Container Number</li> <li>• Seal Number</li> <li>• Name, Address of Approved Processing Plant</li> <li>• Plant Accreditation Number</li> <li>• Place of Dispatch</li> <li>• Country and Place of Destination</li> <li>• Means of Conveyance</li> <li>• Date of Dispatch</li> <li>• Control Number of Foreign Meat Inspection Certificate/VHC of raw materials</li> </ul> |                       |   |                        |                           |
| 2. Import Veterinary Health/Quarantine Certificate (1 original letter/electronic copy)  |                       | National Competent Authority of destination country |                        |                           |
| 3. For Fully Processed Products including Canned Goods <ul style="list-style-type: none"> <li>• License to Operate (1 original)</li> <li>• Certificate of Product Registration (1 original)</li> </ul>  |                       | Food and Drug Administration                        |                        |                           |
| 4. For Unprocessed Frozen Meat <ul style="list-style-type: none"> <li>• Packing List (1 original)</li> <li>• Official Meat Inspection Certificate from NMIS (1 original)</li> <li>• NMIS Laboratory Report (1 original)</li> </ul>  |                       | National Meat Inspection Service                    |                        |                           |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTIONS</b> | <b>FEES TO BE PAID</b>                              | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b> |

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|  |  |      |         |   |
|--|--|------|---------|---|
| <p>1. Submit letter of intent with the copies of applicable above listed requirements.</p> <p><b>in person/courier services:</b><br/>Address: BAI Director's Office, Visayas Ave., Vasra, Diliman, Quezon City</p> | <p><b>In person/courier services</b><br/>1.1 Receive letter with the requirements from client/messenger and stamp receiving copy</p>     | None | 1 day   | BAI Office of the Director, Administrative Assistant                                |
|  | <p>1.2 Forward letter with the requirements to National Veterinary Quarantine Services Division</p>                                      | None |         |   |
| <p><b>Via electronic mail at</b><br/><a href="mailto:director@bai.gov.ph">director@bai.gov.ph</a></p>  | <p>1.1 Forward email to National Veterinary Quarantine Services Division:<br/><a href="mailto:nvqsd@bai.gov.ph">nvqsd@bai.gov.ph</a></p> | None |         |   |
| <p>2. Wait for the processing of the application</p>   | <p>2.1 Review submitted Requirements</p>   | None | 1 day   | National Veterinary Quarantine Services Division, Administrative Assistant          |
|  | <p>2.2 Prepare Veterinary Health Certificate for compliant application</p>   | None | 1 hour  |   |
|  | <p>2.3 Review and approval of Veterinary Health Certificate</p>  | None | 4 hours | National Veterinary Quarantine Services Division, Authorized approving Veterinarian |

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|  |  |             |                       |  |
|--|--|-------------|-----------------------|--|
| 3. Receive notification from NVQSD via text message, phone call or e-mail to pick-up Veterinary Health Certificate | 3.1 Notify client that the Veterinary Health Certificate is now ready for pick up  | None        | 1 hour                | National Veterinary Quarantine Services Division, Administrative Assistant |
| 3. Receive Veterinary Health Certificate   | 3.1 Stamp dry seal in the Certificate<br>3.2 Release Veterinary Health Certificate | None        | 1 hour                | Records  |
| <b>TOTAL</b>   |  | <b>None</b> | <b>2 days 7 hours</b> |  |



## 6. ISSUANCE OF COMMODITY CLEARANCE CERTIFICATE

All exports of animal by products shall be accompanied by a Commodity Clearance Certificate (CCC) prior to its departure as provided in BAI Memorandum Order dated June 19, 2009 “Requirements for the Export of Animals, Animal Products and By products” and DA Administrative Order No. 03 series of 2018.

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| <b>Office or Division:</b>  | National Veterinary Quarantine Services Division   |   |
| <b>Classification:</b>      | Highly Technical   |   |
| <b>Type of Transaction:</b> | G2C - Government to Citizen; G2B – Government to Business; G2G – Government to Government  |   |
| <b>Who may avail:</b>       | All  |   |
|                             | <b>CHECKLIST OF REQUIREMENTS</b>   | <b>WHERE TO SECURE</b>                              |
|                             | 1. Letter of intent addressed to the BAI Director (1 electronic mail or letter) with the following information: <ul style="list-style-type: none"> <li>• Name, Address and Contact Details of BAI Accredited Exporter</li> <li>• Name and Address of Consignee</li> <li>• Description of Goods</li> <li>• Quantity (No. of Container and Total Net Weight)</li> <li>• H.S. Code number</li> <li>• Means of Transport</li> <li>• Date of Export</li> <li>• Port of Shipment</li> <li>• Proposed schedule of inspection for Hides, Skin, Commercial Leather and Feathers, Embryonated and Salted Eggs</li> </ul> |   |
|                             | 2. Noodle Packs/Soup Packs <ul style="list-style-type: none"> <li>• Certification in compliance with the requirements of the importing country (1 original letter/electronic document)</li> </ul>  | National Competent Authority of destination country |

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| 3. Cheese Curds, Skimmed Milk & Other Dairy Products<br>• Pro-Forma Invoice (1 original)                        |  | Supplier  |                 |  |
|---|--|---|-----------------|--|
| 4. Hides, Skin, Commercial Leather and Feathers<br>• Pro-Forma Invoice (1 original)                             |  | Supplier  |                 |  |
| 5. Embryonated and Salted Eggs<br>• Farm accreditation certificate (1 photocopy)                                |  | Bureau of Animal Industry, Animal Health and Welfare Division |                 |  |
| CLIENT STEPS  | AGENCY ACTIONS   | FEES TO BE PAID   | PROCESSING TIME | PERSON RESPONSIBLE                                   |
| 1. Submit letter of intent with the copies of applicable above listed requirements.                             | In person/courier services   | None  | 1 day           | BAI Office of the Director, Administrative Assistant |
| <b>in person/courier services:</b><br>Address: BAI Director's Office, Visayas Ave., Vasra, Diliman, Quezon City | 1.1 Receive letter with the requirements from client/messenger and stamp receiving copy  |   |                 |  |
|   | 1.2 Forward letter with the requirements to National Veterinary Quarantine Services Division                                     | None  |                 |  |
| <b>Via electronic mail at</b><br><a href="mailto:director@bai.gov.ph">director@bai.gov.ph</a>                   | 1.1 Forward email to National Veterinary Quarantine Services Division:<br><a href="mailto:nvqsd@bai.gov.ph">nvqsd@bai.gov.ph</a> | None  |                 |  |

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| 2. Receive an email reply from the NVQSD acknowledging receipt of the request  | 2.1 Receive/acknowledge and send email reply to client   | None | 1 day  | National Veterinary Quarantine Services Division, Administrative Assistant |
|  | 2.2 Review submitted Requirements  | None | 1 hour | National Veterinary Quarantine Services Division, Administrative Assistant |
|  | 2.3 Endorse application for inspection and fumigation of inspection of Hides, Skin, Commercial Leather and Feathers, or farm inspection for Embryonated and Salted Eggs to available inspectors. Skip this step for all other application and go to step 5.2 | None | 1 day  |  |
| 3. Receive an email reply or text message or a phone call from NVQSD regarding schedule of inspection                      | 3. Send an email reply or text message or call the client for the schedule of inspection   | None | 1 day  | National Veterinary Quarantine Services Division, Technical staff          |
| 4. Guide the NVQSD inspector/s during inspection and evaluation. Provide documents and records requested by the inspector. | 4.1 Conduct inspection and fumigation of Hides, Skin, Commercial Leather and Feathers  | None | 1 day  | National Veterinary Quarantine Services Division, Technical staff          |
|  | 4.1 Conduct inspection of source farm of embryonated and Salted Eggs   | None | 3 days |  |
| 5. Wait for the result of the application  | For embryonated and Salted Eggs<br>5.1 Prepare and Submit inspection report and recommendation. Skip this step for hides, skin, commercial   | None | 3 days | National Veterinary Quarantine Services Division, Technical staff          |

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|  | leathers and feathers.  |             |                        |   |
|  | 5.2 Prepare Commodity Clearance Certificate for compliant application                 | None        | 1 hour                 | National Veterinary Quarantine Services Division, Administrative Assistant          |
|  | 5.3 Review and approval of Commodity Clearance Certificate                            | None        | 4 hours                | National Veterinary Quarantine Services Division, Authorized approving Veterinarian |
| 6. Receive notification from NVQSD via text message, phone call or e-mail to pick-up Commodity Clearance Certificate | 6.1 Notify client that the Commodity Clearance Certificate is now ready for pick up   | None        | 1 hour                 | National Veterinary Quarantine Services Division, Administrative Assistant          |
| 7. Receive Commodity Clearance Certificate   | 7.1 Stamp dry seal in the Certificate<br>7.2 Releases Commodity Clearance Certificate |             | 1 hour                 | Records   |
| <b>TOTAL for General Application</b>   |   | <b>None</b> | <b>2 days 8 hours</b>  |   |
| <b>TOTAL for Hides, Skin, Commercial Leather and Feathers</b>  |   | <b>None</b> | <b>4 days 8 hours</b>  |   |
| <b>TOTAL for Embryonated and Salted Eggs</b>   |   | <b>None</b> | <b>10 days 8 hours</b> |   |



## 7. ISSUANCE OF VETERINARY HEALTH CERTIFICATE/INTERNATIONAL VETERINARY CERTIFICATE FOR THE EXPORT OF DOGS AND CATS

All exports of dogs and cats shall be accompanied by a Veterinary Health Certificate/ International Veterinary Certificate (IVC) or other export clearance that may be required by the Competent Authority of destination country pursuant to BAI Memorandum Circular No. 4 and 5 dated September 16 and 21, 2016; BAI Memorandum Order dated December 13, 2011 “Additional Requirements in the Export of Dogs and Cats”; BAI Memorandum Order dated June 16, 2005 “Requirements and Procedures in the Export of Dogs and Cats”; DA Memorandum Circular No.8 series of 1980 and BAI Memorandum dated February 8, 2001.

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| <b>Office or Division:</b>  | National Veterinary Quarantine Services Division   |   |
| <b>Classification:</b>      | Highly Technical   |   |
| <b>Type of Transaction:</b> | G2C - Government to Citizen; G2B – Government to Business; G2G – Government to Government  |   |
| <b>Who may avail:</b>       | All  |   |
|                             | <b>CHECKLIST OF REQUIREMENTS</b>   | <b>WHERE TO SECURE</b>  |
|                             | 1. Veterinary Health Certificate (1 original)  | BAI- National Veterinary Quarantine Services Division or Duly Licensed Private Veterinarian |
|                             | 2. Updated vaccination record against rabies, distemper, hepatitis, leptospirosis and parvovirus for dogs; and rabies and feline panleukopenia for cats (1 original) | Any licensed veterinarian   |
|                             | 3. ISO 15-digit non-encrypted microchip identification number implant  | Any licensed veterinarian   |
|                             | 4. Rabies Neutralization Antibody Test (1 original)  | National Meat Inspection Service  |

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| 5. Other documents/ tests as may be required by the veterinary authority of the importing country (1 original)  |   | Authorized/preferred/recommended testing laboratory of the destination country |                 |  |
|---|---|--|-----------------|--|
| 6. For entry to the EU, UAE, Japan, Taiwan, Hawaii, Canada, Singapore, Indonesia, Sarawa, Malaysia, Australia & South Africa countries  |   | Authorized/preferred/recommended testing laboratory of the destination country |                 |  |
| <ul style="list-style-type: none"> <li>• The animal must have an electronic transponder (viz., microchip) or a clearly readable tattoo as identification.</li> <li>• The animal must also be vaccinated against rabies and must undergo blood test that provides evidence of the animal's vaccination against rabies (1 original)</li> <li>• Blood test must be taken, and sample thereof be submitted for testing by an approved laboratory three (3) months before movement for entry to the said countries.</li> </ul> |   |  |                 |  |
| • It is advised for the animal to be given boosters at regular intervals prescribed by the vaccine-producing laboratory.  |   |  |                 |  |
| CLIENT STEPS  | AGENCY ACTIONS  | FEES TO BE PAID  | PROCESSING TIME | PERSON RESPONSIBLE   |
| 1. Submit above listed requirements.<br><br><b>In person</b><br>Address: BAI NVQSD, Visayas Ave., Vasra, Diliman, Quezon City   | <b>In person</b><br>1.1 Receive letter with the requirements from client/messenger and stamp receiving copy | None   | 1 hour          | National Veterinary Quarantine Services Division, Administrative Assistant |
| <b>Via electronic mail</b> at <a href="mailto:nvqsd@bai.gov.ph">nvqsd@bai.gov.ph</a>  | 1.1 Receive e-mail request  | None   |                 |  |

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| <b>2. In person</b><br>Wait for the processing of the application  | 2.1 Review submitted Requirements  | None | 1 hour  | National Veterinary Quarantine Services Division, Administrative Assistant          |
|  | 2.2 Verify microchip ID number of the dog/cat using a microchip reader             | None | 1 hour  |   |
|  | 2.3 Prepare Veterinary Health Certificate for compliant application                | None | 1 hour  |   |
|  | 2.4 Review and approval of Veterinary Health Certificate                           | None | 2 hours | National Veterinary Quarantine Services Division, Authorized approving Veterinarian |
| <b>Via electronic mail at</b><br><a href="mailto:nvqsd@bai.gov.ph">nvqsd@bai.gov.ph</a>                                      | 2.1 Receive/acknowledge and send email reply to client                             | None | 1 day   | National Veterinary Quarantine Services Division, Administrative Assistant          |
|  | 2.2 Prepare Veterinary Health Certificate for compliant application                | None | 1 hour  |   |
|  | 2.3 Review and approval of Veterinary Health Certificate                           | None | 4 hours | National Veterinary Quarantine Services Division, Authorized approving Veterinarian |
| <b>3. Receive notification from NVQSD</b><br>via text message, phone call or e-mail to pick-up Veterinary Health Certificate | 3.1 Notify client that the Veterinary Health Certificate is now ready for pick up. | None | 1 hour  | National Veterinary Quarantine Services Division, Administrative Assistant          |
|  | Skip this step for in person application.  |      |         |   |

## CITIZEN'S CHARTER 2024, 3RD EDITION



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| 3. Receive Veterinary Health Certificate   | 3.1 Stamp dry seal in the Certificate<br>3.2 Release Veterinary Health Certificate | None        | 1 hour               | National Veterinary Quarantine Services Division |
| <b>TOTAL for In Person</b>                 |  | <b>None</b> | <b>7 hours</b>       |  |
| <b>TOTAL if application sent via Email</b> |  | <b>None</b> | <b>1 day 7 hours</b> |  |



## 8. ISSUANCE OF LOCAL SHIPPING PERMIT FOR LIVE ANIMALS, ANIMAL PRODUCTS AND BY-PRODUCTS

Any person or entity whether government or private shall secure a Shipping Permit for the domestic movement (intra-regional, inter-regional and inter-island) of live animals, animal products and by-products as per DA Administrative Order No.5 s.2019 in accordance with the objectives of Republic Act (RA) No. 7394, otherwise known as the Consumer Act of the Philippines and R.A. No. 8345, otherwise known as the Agriculture and Fisheries Modernization Act of 1997 (AFMA).

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| <b>Office or Division:</b>  | National Veterinary Quarantine Services Division  |                        |
| <b>Classification:</b>      | Simple  |                        |
| <b>Type of Transaction:</b> | G2C - Government to Citizen; G2B – Government to Business; G2G – Government to Government |                        |
| <b>Who may avail:</b>       | All   |                        |
|                             | <b>CHECKLIST OF REQUIREMENTS</b>  | <b>WHERE TO SECURE</b> |
| <b>1. Live Animals</b>      |   |                        |



|   |  |
|---|--|
| <p><b>Hatching Eggs (HEs)/Day-old-chicks (DOCs)/Ready-to-Lay Pullets (RTL)</b></p> <ul style="list-style-type: none"> <li>• BAI Certificate of Hatchery Facility accreditation (1 photocopy)</li> <li>• BAI Certificate of Poultry Farm accreditation (1 photocopy)</li> <li>• Livestock Handler's License and Registration of Transport Carrier (1 photocopy)</li> <li>• Veterinary Health Certificate with Newcastle Disease (ND) vaccination, ND and Avian Influenza free Certification (1 original)</li> </ul> <p><b>Broilers from Commercial Farms</b></p> <ul style="list-style-type: none"> <li>• Livestock Handler's License and Registration of Transport Carrier (1 photocopy)</li> <li>• Veterinary Health Certificate with Newcastle Disease (ND) vaccination, ND and Avian Influenza free Certification (1 original)</li> </ul> <p><b>Free range/native chickens raised in the backyard</b></p> <ul style="list-style-type: none"> <li>• Livestock Handler's License and Registration of Transport Carrier (1 photocopy)</li> <li>• Veterinary Health Certificate with Newcastle Disease (ND) vaccination, ND and Avian Influenza free Certification (1 original)</li> </ul> <p><b>Game fowls</b></p> <ul style="list-style-type: none"> <li>• BAI Certificate of Poultry Farm Accreditation (1 photocopy)</li> <li>• Veterinary Health Certificate with Newcastle Disease (ND) vaccination, ND and Avian Influenza free Certification (1 original)</li> </ul> | <p>BAI - Animal Health and Welfare Division</p> <p>BAI - Animal Health and Welfare Division</p> <p>BAI, DA Regional Office, LGU Office of the Provincial Veterinarian</p> <p>If issued by farm veterinarian, it must be concurred by LGU (Municipal/City/Provincial) or DA Regional Field Office veterinarian</p> <p>BAI, DA Regional Field Office, LGU Office of the Provincial Veterinarian</p> <p>If issued by farm veterinarian, it must be concurred by LGU (Municipal/City/Provincial) or DA Regional Field Office veterinarian</p> <p>BAI, DA Regional Field Office, LGU Office of the Provincial Veterinarian</p> <p>If issued by farm veterinarian, it must be concurred by LGU (Municipal/City/Provincial) or DA Regional Field Office veterinarian</p> <p>BAI - Animal Health and Welfare Division</p> <p>If issued by farm veterinarian, it must be concurred by LGU (Municipal/City/Provincial) or DA Regional Field Office</p> |
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| <ul style="list-style-type: none"> <li>• Laboratory Compliance Report for Avian Influenza (1 original)</li> <li>• Livestock Handlers License (1 photocopy)</li> </ul> <p><b><u>For farms without BAI Certificate of Poultry Farm Accreditation:</u></b></p> <ul style="list-style-type: none"> <li>• Negative Avian Influenza laboratory test result shall be required prior to shipment (1 original)</li> </ul> <p><b><u>Game fowls from AI free areas (Visayas and Mindanao) to Luzon</u></b></p> <ul style="list-style-type: none"> <li>• Veterinary Health Certificate (1 original)</li> </ul> <p><b><u>Racing Pigeons</u></b></p> <ul style="list-style-type: none"> <li>• Certificate of BAI accreditation of racing pigeon association (1 photocopy)</li> <li>• Livestock Handler’s License and Registration of Transport Carrier (1 photocopy)</li> <li>• Veterinary Health Certificate with Newcastle Disease (ND) vaccination, ND and Avian Influenza free Certification (1 original)</li> <li>• Laboratory Compliance Report for Avian Influenza (1 original)</li> </ul> | <p>veterinarian</p> <p>BAI - Animal Health and Welfare Division</p> <p>BAI, DA Regional Field Office, LGU Office of the Provincial Veterinarian</p> <p>BAI- Animal Disease Diagnosis and Reference Laboratory or DA Regional Animal Disease Diagnostic Laboratory (RADDL)</p> <p>If issued by farm veterinarian, it must be concurred by LGU (Municipal/City/Provincial) or DA Regional Field Office veterinarian</p> <p>BAI- Animal Health and Welfare Division</p> <p>BAI, DA Regional Field Office, LGU Office of the Provincial Veterinarian</p> <p>If issued by farm veterinarian, it must be concurred by LGU (Municipal/City/Provincial) or DA Regional Field Office veterinarian</p> <p>BAI- Animal Health and Welfare Division</p> |
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| <p><b>Quails</b></p> <ul style="list-style-type: none"> <li>• BAI Certificate of Poultry Farm Accreditation (1 photocopy)</li> <li>• Livestock Handler’s License and Registration of Transport Carrier (1 photocopy)</li> <li>• Veterinary Health Certificate with Newcastle Disease (ND) vaccination, ND and Avian Influenza free Certification (1 original)</li> <li>• Laboratory Compliance Report for Avian Influenza (1 original)</li> </ul> <p><b>Ducks for Meat and Egg production</b></p> <ul style="list-style-type: none"> <li>• BAI Certificate of Duck Farm Accreditation (1 photocopy)</li> <li>• Livestock Handler’s License and Registration of Transport Carrier (1 photocopy)</li> <li>• Veterinary Health Certificate with Newcastle Disease (ND) vaccination, ND and Avian Influenza free Certification (1 original)</li> <li>• Laboratory Compliance Report for Avian Influenza (1 original)</li> </ul> <p><b>Grazing Ducks</b></p> <ul style="list-style-type: none"> <li>• Two (2) negative AI Laboratory Test results. Test results shall cover the entire flock population when the sample collection was done and shall be valid for one shipment only (1 original)</li> <li>• Livestock Handler’s License and Registration of Transport Carrier (1 photocopy)</li> </ul> | <p>BAI- Animal Health and Welfare Division</p> <p>BAI, DA Regional Field Office, LGU Office of the Provincial Veterinarian</p> <p>If issued by farm veterinarian, it must be concurred by LGU (Municipal/City/Provincial) or DA Regional Field Office veterinarian</p> <p>BAI- Animal Health and Welfare Division</p> <p>BAI- Animal Health and Welfare Division<br/>BAI, DA Regional Field Office, LGU Office of the Provincial Veterinarian</p> <p>If issued by farm veterinarian, it must be concurred by LGU (Municipal/City/Provincial) or DA Regional Field Office veterinarian</p> <p>BAI- Animal Health and Welfare Division</p> <p>BAI- Animal Disease Diagnosis and Reference Laboratory or DA Regional Animal Disease Diagnostic Laboratory (RADDL)</p> <p>BAI, DA Regional Field Office, LGU Office of the Provincial Veterinarian</p> |
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| <ul style="list-style-type: none"> <li>• Veterinary Health Certificate with Newcastle Disease (ND) and Avian Influenza free Certification (1 original)</li> </ul> <p><b>Pet birds including but not limited to Lovebirds, non-racing pigeons, doves</b></p> <ul style="list-style-type: none"> <li>• Veterinary Health Certificate with Newcastle Disease (ND) vaccination, ND and Avian Influenza free Certification (1 original)</li> </ul> <p><b>Spent Hens/Chicken/Culls from Commercial and Backyard/Smallholder Farms</b></p> <ul style="list-style-type: none"> <li>• Livestock Handler’s License and Registration of Transport Carrier (1 photocopy)</li> <li>• Veterinary Health Certificate with Newcastle Disease (ND) vaccination, ND and Avian Influenza free Certification (1 photocopy)</li> <li>• No spent hens/chickens or culls from Luzon shall be allowed for movement to Visayas and Mindanao. No movement of spent chickens in between major islands.</li> <li>• The spent hens/culls intended for slaughter shall come from an accredited source farm, if not, <b>AI test is required (applicable for Luzon, Visayas and Mindanao)</b> (1 original)</li> </ul> <p><b>Swine/Gilts, Boar, Piglets for Breeding (Breeder Farm)</b></p> <ul style="list-style-type: none"> <li>• Livestock Handler’s License and Registration of Transport Carrier (1 photocopy)</li> <li>• Certificate of Swine breeder farm accreditation(1 photocopy)</li> </ul> | <p>If issued by farm veterinarian, it must be concurred by LGU (Municipal/City/Provincial) or DA Regional Field Office veterinarian</p> <p>Any licensed Veterinarian</p> <p>BAI, DA Regional Field Office, LGU Office of the Provincial Veterinarian</p> <p>If issued by farm veterinarian, it must be concurred by LGU (Municipal/City/Provincial) or DA Regional Field Office veterinarian</p> <p>BAI- Animal Disease Diagnosis and Reference Laboratory or DA Regional Animal Disease Diagnostic Laboratory (RADDL)</p> <p>BAI, DA Regional Field Office, LGU Office of the Provincial Veterinarian</p> <p>BAI, Animal Health and Welfare Division</p> |
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| <ul style="list-style-type: none"> <li>• Veterinary Health Certificate indicates the animals are apparently healthy and sourced from farm/compartement zone with NO reported cases/outbreaks of priority swine diseases such as Swine Influenza (SIV) in the source farm for past 6 months (1 original)</li> <li>• BAI Laboratory Compliance Certificate for PRRS, PRV and Brucella (1 original)</li> <li>• Classical Swine Fever vaccination (1 original)</li> </ul> <p><b>Piglet for Finishers/Fatteners (Commercial Farms)</b></p> <ul style="list-style-type: none"> <li>• Livestock Handler's License and Registration of Transport Carrier(1 photocopy)</li> <li>• Sourced from BAI or LGU Accredited Farm (1 photocopy)</li> <li>• Veterinary Health Certificate indicates the animals are apparently healthy and sourced from farm/compartement zone with 0 reported cases/outbreaks of priority swine diseases such as Swine Influenza (SIV) in the source farm for past 6 months (1 original)</li> <li>• BAI Laboratory Compliance Certificate for PRRS, PRV and Brucella (1 original)</li> <li>• Classical Swine Fever vaccination (1 original)</li> </ul> <p><b>Animals for Show/Trade Fairs</b></p> <ul style="list-style-type: none"> <li>• Livestock Handler's License and Registration of Transport Carrier(1 photocopy)</li> <li>• Certificate of farm accreditation(1 photocopy)</li> </ul> | <p>If issued by farm veterinarian, it must be concurred by LGU (Municipal/City/Provincial) or DA Regional Field Office veterinarian</p> <p>BAI, Animal Health and Welfare Division</p> <p>Farm Veterinarian</p> <p>BAI, DA Regional Field Office, LGU Office of the Provincial Veterinarian</p> <p>BAI, Animal Health and Welfare Division</p> <p>If issued by farm veterinarian, it must be concurred by LGU (Municipal/City/Provincial) or DA Regional Field Office Veterinarian</p> <p>BAI, Animal Health and Welfare Division</p> <p>Farm Veterinarian</p> <p>BAI, DA Regional Field Office, LGU Office of the Provincial Veterinarian</p> <p>BAI, Animal Health and Welfare Division</p> |
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| <ul style="list-style-type: none"> <li>• Veterinary Health Certificate indicates the animals are apparently healthy and sourced from farm/compartments zone with NO reported cases/outbreaks of priority swine diseases (1 original)</li> <li>• Certificate of ownership/(barangay clearance or PNP clearance)/transfer with individual animals identified by ear tag/ear notch/branding/markings, breed, sex and age. (1 original)</li> </ul> <p><b>Cattle for breeding</b></p> <ul style="list-style-type: none"> <li>• Livestock Handler's License and Registration of Transport Carrier (1 photocopy)</li> <li>• Certificate of farm accreditation(1 photocopy)</li> <li>• Veterinary Health Certificate indicates NO disease outbreaks (FMD, TB, Surra, Blue Tongue, on the farm or premises of origin for the past 6 months) (1 original)</li> <li>• PNP clearance to Transport/Ship Large Animals (1 original)</li> <li>• Barangay clearance for certificate of ownership/ transfer of individual animals with individual animals identified by ear tag/ear notch/branding/markings, breed, sex and age. (1 original)</li> <li>• Laboratory Test results for Bovine Tuberculosis, Surra, and Brucellosis Paratuberculosis (Johnes Ds.) for imported cattle (1 original)</li> </ul> <p><b>Carabao/Buffalo for Breeding</b></p> <ul style="list-style-type: none"> <li>• Livestock Handler's License and Registration of Transport Carrier(1 photocopy)</li> </ul> | <p>If issued by farm veterinarian, it must be concurred by LGU (Municipal/City/Provincial) or DA Regional Field Office veterinarian</p> <p>LGU (barangay or Municipal Mayors Office) for Certificate of ownership; Philippine National Police for clearance BAI, DA Regional Field Office, LGU Office of the Provincial Veterinarian</p> <p>BAI, DA Regional Field Office, LGU Office of the Provincial Veterinarian</p> <p>BAI, Animal Health and Welfare Division</p> <p>If issued by farm veterinarian, it must be concurred by LGU (Municipal/City/Provincial) or DA Regional Field Office veterinarian</p> <p>Philippine National Police</p> <p>LGU (barangay or Municipal Mayors Office)</p> <p>BAI- Animal Disease Diagnosis and Reference Laboratory or DA Regional Animal Disease Diagnostic Laboratory (RADDL)</p> <p>BAI, DA Regional Field Office, LGU Office of the Provincial Veterinarian</p> |
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|   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Certificate of farm accreditation (1 photocopy)</li> <li>• Veterinary Health Certificate indicates NO disease outbreaks (FMD, TB, Surra, Blue Tongue, on the farm or premises of origin for the past 6 months) (1 original)</li> <li>• PNP clearance to Transport/Ship Large Animals (1 original)</li> <li>• Barangay clearance for certificate of ownership/ transfer of individual animals (1 original)</li> </ul> <p><b>Goat/Sheep for Breeding</b></p> <ul style="list-style-type: none"> <li>• Livestock Handler’s License and Registration of Transport Carrier (1 photocopy)</li> <li>• Certificate of farm accreditation (1 photocopy)</li> <li>• Veterinary Health Certificate indicates the animals are apparently healthy and sourced from farm/compartement zone with NO reported cases/outbreaks of priority diseases. Individual animals shall be identified by ear tag, breed, sex and age. (1 original)</li> <li>• Laboratory test results for Small Ruminant Lentivirus (CAE) Blue Tongue, Paratuberculosis and Brucellosis (1 original)</li> </ul> <p><b>Animals for Slaughter</b></p> <ul style="list-style-type: none"> <li>• Livestock Handler’s License and Registration of Transport Carrier (1 photocopy)</li> <li>• VHC indicates NO reported cases/outbreaks of priority diseases in the source Farm accredited by BAI (as applicable)/compartement zone as determined by the BAI-AHWD. The name and last date of</li> </ul> | <p>BAI, Animal Health and Welfare Division</p> <p>If issued by farm veterinarian, it must be concurred by LGU (Municipal/City/Provincial) or DA Regional Field Office veterinarian</p> <p>Philippine National Police</p> <p>LGU (barangay or Municipal Mayors Office)</p> <p>BAI, DA Regional Field Office, LGU Office of the Provincial Veterinarian</p> <p>BAI, Animal Health and Welfare Division</p> <p>If issued by farm veterinarian, it must be concurred by LGU (Municipal/City/Provincial) or DA Regional Field Office veterinarian</p> <p>BAI- Animal Disease Diagnosis and Reference Laboratory or DA Regional Animal Disease Diagnostic Laboratory (RADDL)</p> <p>BAI, DA Regional Field Office, LGU Office of the Provincial Veterinarian</p> <p>If issued by farm veterinarian, it must be concurred by LGU (Municipal/City/Provincial) or DA Regional Field Office veterinarian</p> |
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| <p>medication (antibiotic, etc) given shall be indicated (1 original)</p> <ul style="list-style-type: none"> <li>• The animals shall be shipped directly to a slaughter house/ abattoir approved by the NMIS. The animals must be accompanied by a certificate signed by the owner or shipper stating that the animals are for immediate slaughter (1 original) Said animals must be slaughtered within twenty-four hours from the time of entry.</li> <li>• In case the animals are not intended for immediate slaughter, the animals shall be placed in a BAI accredited stockyard/holding areas/auction markets.</li> </ul> <p><b>Dogs and Cats</b></p> <ul style="list-style-type: none"> <li>• Veterinary Health Certificate issued by a Veterinarian. The VHC shall include the Rabies Vaccination details such as: vaccine brand name, batch and lot number, date of administration and date of next vaccination. (1 original)</li> <li>• Rabies vaccination certificate bearing the signature over full printed name of the Veterinarian, PRC number, and valid PTR number (for private practitioners) (1 original)</li> <li>• Only animals aged 3 ½ -4 months and above shall be allowed for shipment.</li> <li>• The animal shall be vaccinated against rabies not more than one (1) year but not less than fourteen (14) days at the time of shipment. However, for annual booster shots, the dogs may be shipped immediately upon vaccination.</li> </ul> <p><b>Horses for Breeding/Show/Draft</b></p> <ul style="list-style-type: none"> <li>• Livestock Handler's License and Registration of Transport Carrier(1 photocopy)</li> <li>• Certificate of ownership/transfer of individual animals (1 original)</li> </ul> | <p>Any licensed veterinarian from the locality of pet's origin</p> <p>Any licensed veterinarian</p> <p>BAI, DA Regional Field Office, LGU Office of the Provincial Veterinarian</p> <p>LGU, Municipal Mayors Office</p> |
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| <ul style="list-style-type: none"> <li>• Veterinary Health Certificate indicates NO reported cases/outbreaks of priority diseases in the source farm/compartment zone as determined by the BAI-AHWD (1 original)</li> </ul> <p><b>Wild Animals and Other Exotic Pets</b></p> <ul style="list-style-type: none"> <li>• Local Transport Permit (1 original)</li> <li>• Veterinary Health Certificate (1 original)</li> </ul>  | <p>If issued by farm veterinarian, it must be concurred by LGU (Municipal/City/Provincial) or DA Regional Field Office veterinarian</p> <p>Biodiversity Management Bureau/DENR</p> <p>If issued by a private veterinarian, it must be concurred by LGU (Municipal/City/Provincial) or DA Regional Field Office veterinarian</p> |
| <p><b>2. Animal Products</b></p>  |   |
| <p><b>For meat including but not limited to fresh, frozen meat:</b></p> <ul style="list-style-type: none"> <li>• Meat from domestic materials: shall be accompanied by a Meat Inspection Certificate (MIC) issued by the NMIS. (1 original)</li> <li>• Meat from imported materials: shall be accompanied by a Certificate of Meat Inspection (COMI) of Imported Meat and Meat Products for Domestic Transport, issued by the NMIS Meat Inspection Officers. (1 original)</li> </ul> <p><b>For UNCOOKED processed meat and meat products</b></p> <ul style="list-style-type: none"> <li>• Manufacturers and distributors of these products shall secure the License to Operate (LTO) of the meat processing plants and Certificate of Product Registration (CPR) issued by FDA (1 photocopy)</li> <li>• If no LTO and CPR from FDA, the LTO issued by NMIS which is still valid shall be honored (1 photocopy)</li> </ul> <p><b>Hand-carried meat/meat products</b></p> <ul style="list-style-type: none"> <li>• maximum weight of 10 kilos</li> <li>• MIC or Official Receipt of such from Supermarket (1 original)</li> </ul> | <p>National Meat Inspection Services</p> <p>Food and Drug Administration</p> <p>National Meat Inspection Service<br/>Supermarket/Meat Shop</p>  |



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| <p><b>For COOKED processed meat and egg products (including but not limited to liquid egg, powdered egg)</b></p> <ul style="list-style-type: none"> <li>• Shipping Permit shall no longer be a requirement.</li> <li>• Manufacturers and distributors of these products shall only secure the LTO and CPR from FDA (1 photocopy)</li> </ul> <p><b>Embryonated Eggs/Balut/Salted Eggs</b></p> <ul style="list-style-type: none"> <li>• Certificate of BAI - Duck farm accreditation (1 photocopy)</li> <li>• Livestock handler's license and Transport Carriers license (1 photocopy)</li> <li>• Veterinary Health Certificate attesting Avian Influenza-free status of the source farm and that the eggs were produced and packed in an avian influenza free area AND the eggs were transported in new or appropriately sanitized containers (1 original)</li> </ul> <p><b>For Quail Eggs</b></p> <ul style="list-style-type: none"> <li>• Certificate of BAI - Poultry farm accreditation (1 photocopy)</li> <li>• Livestock handler's license and Transport Carriers license (1 photocopy)</li> <li>• VHC attesting Avian Influenza-free status of the source farm and that the eggs were produced and packed in an avian influenza free area AND the eggs were transported in new or appropriately sanitized containers (1 original)</li> </ul> <p><b>Table eggs</b></p> <ul style="list-style-type: none"> <li>• BAI Certificate of Poultry Farm accreditation or certificate of registration/accreditation of source farm by the LGU Vet (1 photocopy)</li> <li>• Livestock handler's license and Transport Carriers license(1</li> </ul> | <p>Food and Drug Administration</p> <p>BAI, Animal Health and Welfare Division</p> <p>BAI, DA Regional Field Office, LGU Office of the Provincial Veterinarian</p> <p>If issued by farm veterinarian, it must be concurred by LGU (Municipal/City/Provincial) or DA Regional Field Office veterinarian</p> <p>BAI, Animal Health and Welfare Division</p> <p>BAI, DA Regional Field Office, LGU Office of the Provincial Veterinarian</p> <p>If issued by farm veterinarian, it must be concurred by LGU (Municipal/City/Provincial) or DA Regional Field Office veterinarian</p> <p>BAI, Animal Health and Welfare Division</p> |
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| <p>photocopy)</p> <ul style="list-style-type: none"> <li>• Veterinary Health Certificate attesting ND, Salmonella and Avian Influenza free status of the source farm and that the eggs were produced and packed in an avian influenza free area AND the eggs were transported in new or appropriately sanitized containers (1 original)</li> </ul> <p><b>Manure</b></p> <ul style="list-style-type: none"> <li>• BAI Certificate of Poultry Farm accreditation or certificate of registration/accreditation of source farm by the LGU Vet (1 photocopy)</li> <li>• Livestock handler's license and Transport Carriers license (1 photocopy)</li> <li>• Veterinary Health Certificate (1 original) attesting ND and Avian Influenza-free status of the source farm and that:</li> <li>• The manure has been processed to ensure the destruction of ND and Avian Influenza virus by using any equivalent treatment which has been demonstrated to inactivate ND and Avian Influenza virus – the manure are completely dried</li> <li>• The necessary precautions were taken to avoid contact of the commodity with any source of ND and Avian Influenza virus</li> </ul> <p><b>Semen (Swine, Cattle, Buffalo, Chicken, Game fowl, Goat)</b></p> <ul style="list-style-type: none"> <li>• Sourced from BAI Accredited farm (1 photocopy)</li> <li>• VHC indicates the source animals are apparently healthy and sourced from farm/compartments zone with NO reported cases/outbreaks of priority swine diseases. Source animals shall be identified by valid ID/batch number, ear tag or registration</li> </ul> | <p>BAI, DA Regional Field Office, LGU Office of the Provincial Veterinarian</p> <p>If issued by farm veterinarian, it must be concurred by LGU (Municipal/City/Provincial) or DA Regional Field Office veterinarian</p> <p>BAI, Animal Health and Welfare Division</p> <p>BAI, DA Regional Field Office, LGU Office of the Provincial Veterinarian</p> <p>If issued by farm veterinarian, it must be concurred by LGU (Municipal/City/Provincial) or DA Regional Field Office veterinarian</p> <p>BAI, Animal Health and Welfare Division</p> <p>Any licensed farm veterinarian</p> |
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| number/tattoo, breed, sex and age (1 original)   |   |                 |                 |  |
|--|---|-----------------|-----------------|--|
| CLIENT STEPS   | AGENCY ACTIONS  | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE   |
| <p><b>Online:</b><br/> <a href="https://nvqsd.bai.gov.ph/">https://nvqsd.bai.gov.ph/</a></p> <ul style="list-style-type: none"> <li>For New User, Create account as REGULAR CLIENT or ONE TIME CLIENT. Once you have completed the registration, you can proceed with the filing of application.</li> </ul> <ol style="list-style-type: none"> <li>Log-in your account at <a href="http://nvqsd.bai.gov.ph/">nvqsd.bai.gov.ph/</a></li> <li>Fill in shipment details and upload applicable requirements</li> <li>Submit application</li> </ol> | <p><b>Online:</b></p> <ol style="list-style-type: none"> <li>Log-in account</li> <li>Click the For Review tab to view new applications</li> </ol> | None            | 1 hour          | National Veterinary Quarantine Services Division, Administrative Assistant     |
| <p><b>Online</b></p> <ol style="list-style-type: none"> <li>Check status of application by viewing registered client account</li> </ol>  | <p><b>Online:</b></p> <ol style="list-style-type: none"> <li>Review and endorse application</li> </ol>  | None            | 1 day           | National Veterinary Quarantine Services Division, Authorized online evaluators |
|  | <p><b>Online</b></p> <ol style="list-style-type: none"> <li>Endorse application for approval</li> </ol>   | None            | 1 day           | National Veterinary Quarantine Services Division, Authorized online evaluators |
|  | <p><b>Online</b></p> <ol style="list-style-type: none"> <li>Approve or disapprove application</li> </ol>  | None            | 1 day           | National Veterinary Quarantine Services Division, Authorized online evaluators |

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|   |  |             |                       |   |
|---|--|-------------|-----------------------|---|
| 3. Receive real-time notification via e-mail that the application was approved. Shipping Permit is now ready for print-out. | <b>Online</b><br>3.1 Automatic system notification to client via email that the application was approved | None        |                       | National Veterinary Quarantine Services Division, BAI Management Information System |
| <b>TOTAL online SP application</b>  |  | <b>None</b> | <b>3 working days</b> |   |





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| CLIENT STEPS   | AGENCY ACTIONS   | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE   |
|--|--|-----------------|-----------------|--|
| 1. Submit letter of intent with copies of applicable above listed requirements.<br><br><b>In person/courier services:</b><br>Address: BAI Director's Office, Visayas Ave., Vasra, Diliman, Quezon City | <b>In person/courier services</b><br><br>1.1 Receive letter with the requirements from client/messenger and stamp receiving copy | None            | 1 day           | BAI Office of the Director, Administrative Assistant                       |
|  | 1.2 Forward letter with the requirements to National Veterinary Quarantine Services Division                                     |                 |                 |  |
| <b>Via electronic mail at</b><br><a href="mailto:director@bai.gov.ph">director@bai.gov.ph</a>  | 1.1 Forward email to National Veterinary Quarantine Services Division: <a href="mailto:nvqsd@bai.gov.ph">nvqsd@bai.gov.ph</a>    |                 |                 |  |
| 2. Receive an email reply from the NVQSD acknowledging receipt of the request  | 2.1 Receive/acknowledge and send email reply to client   | None            | 1 day           | National Veterinary Quarantine Services Division, Administrative Assistant |
|  | 2.2 Review submitted Requirements  | None            | 1 hour          | National Veterinary Quarantine Services Division, Administrative Assistant |
|  | 2.3 Endorse application for quarantine site inspection to available inspectors   | None            | 1 day           |  |

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|---|--|------|--------|--|
| 3. Receive an email reply or text message or a phone call from NVQSD regarding schedule of inspection   | 3. Send an email reply or text message or call the client for the schedule of inspection                                     | None | 1 day  | National Veterinary Quarantine Services Division, Technical staff              |
| 4. Guide the NVQSD inspector/s during inspection and evaluation. Provide documents and records requested by the inspector.  | 4.1 Conduct on Site Inspection and Evaluation of client's facility and verification of records                               | None | 3 days | National Veterinary Quarantine Services Division, Technical staff              |
| 5. Wait for the result of the application   | 4.2 Prepare and submit inspection report and recommendation  | None | 1 day  | National Veterinary Quarantine Services Division, Technical staff              |
| <p><b>Online:</b></p> <p><a href="https://www.intercommerce.com.ph/registrationbai.asp">https://www.intercommerce.com.ph/registrationbai.asp</a></p> <p>6. Register at intercommerce.com.ph/registrationBAI.asp</p> |  | None | 1 hour | Client   |
| 7. Accomplish the documentary requirements needed according to the classification of importer (one time/pet or commercial)  |  |      | 1 hour | Client   |
| 8. Wait for the processing of the application. Check the status of the application through their account in   | 8.1 Review the application. Evaluate if all the documents are in order and complete. Return the application if documents are | None | 1 day  | National Veterinary Quarantine Services Division, Authorized online evaluators |

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| Intercommerce.                           | incomplete.   |             |                        |  |
|  | 8.2 Endorsement of the application  | None        | 1 day                  | National Veterinary Quarantine Services Division, Authorized online evaluators |
| 9. Receive approved SPS Import Clearance | Approval of the Application. An approved SPSIC will be reflected in the SPSIC and ready to be printed out by the importer | None        | 1 day                  | Assistant Director of Bureau of Animal Industry                                |
| <b>TOTAL (online SP application)</b>     |   | <b>None</b> | <b>13 days 3 hours</b> |  |



# **Veterinary Laboratory Division (VLD)**

## **External Services - Regulatory Support**



**A. ANIMAL DISEASE DIAGNOSTIC SERVICES**

|   |  |  |
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| <b>OFFICE/DIVISION:</b>   | Veterinary Laboratory Division (VLD) – Animal Disease Diagnosis and Reference Laboratory (ADDRL) |  |
| <b>CLASSIFICATION:</b>  | Highly Technical   |  |
| <b>TYPE OF TRANSACTION:</b>   | G2C – Government to Citizens<br>G2B – Government to Businesses<br>G2G – Government to Government |  |
| <b>WHO MAY AVAIL:</b>   | External Clients   |  |
| <b>CHECKLIST OF REQUIREMENTS</b>  |  | <b>WHERE TO SECURE</b>   |
| <input type="checkbox"/> Properly filled Laboratory Examination Request Form (LERF) (General Sample Submission or Rabies Sample Submission)<br><input type="checkbox"/> if applicable:<br>- Endorsement<br>- Disease Investigation Form<br>- Sample Collection Form<br>- Others<br><input type="checkbox"/> Samples to be tested – properly identified, packed, and transported |  | <input type="checkbox"/> Laboratory Examination Request Form secured at VLD-ADDRL<br><input type="checkbox"/> Disease Investigation Form and Sample Collection Form secured at VLD-ADDRL or BAI-AHWD<br><input type="checkbox"/> Endorsement secured at LGUs, RADDLs, or VQS |
| Acceptance Criteria for Submission of Samples   |  |  |
| <b>Type of Sample/Type of Test</b>  | <b>Description</b>   | <b>Sample Required (Not Less Than)</b>   |
| Gross Pathology   | live or dead animals not more than 6 hours from time of death                                    | 3-5 specimens  |
| Histopathology  | - freshly cut tissue samples (not frozen), 5mm thick<br>- fixed in 10% buffered formalin         | 5 mm thick organ tissues   |
| Rabies Examination  | - brain or head  | 1 x 1 cm cross-section of  |

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|                     |   |                          |  |
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|                     | <ul style="list-style-type: none"> <li>- chilled or frozen for not more than 6 hours after death</li> <li>- packed with gel coolants/ice pack during transport</li> </ul>   | brainstem and cerebellum |  |
| Whole blood samples | <ul style="list-style-type: none"> <li>- chilled but not frozen</li> <li>- placed in purple top vacutainer tubes (with anticoagulant - EDTA)</li> </ul>   | 3 mL                     |  |
| Serum samples       | <ul style="list-style-type: none"> <li>- separated from clotted blood and transferred to clean vials or test tubes or</li> <li>- placed in red top vacutainer tubes</li> <li>- with coolant or ice packs</li> </ul> | 2 mL                     |  |

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| <p>Tissues/organs for:<br/>a. Bacteriological Test/Antibiotic Sensitivity Test</p> | <ul style="list-style-type: none"> <li>- freshly packed in separate and individual sterile containers</li> <li>- intestinal segments ligated on both ends</li> <li>- chilled not frozen</li> <li>- with coolant or ice packs during transport</li> <li>- submitted on Monday to Wednesday only</li> </ul>  | <p>16 gm. with lesions</p>   |  |
| <p>b. Virological Tests</p>  | <ul style="list-style-type: none"> <li>- freshly packed in separate and individual sterile screw capped containers/ziploc</li> <li>- intestinal segments need not be tied at the ends</li> <li>- packed separately in sterile screw capped containers</li> <li>- chilled not frozen</li> <li>- with coolant or ice packs during transport</li> </ul> | <ul style="list-style-type: none"> <li>- 2 x 2 inches with lesions</li> <li>- 10-15 cm segments (ileum/jejunum)</li> <li>- entire colon/cecum</li> </ul> |  |
| <p>Swabs for:<br/>a. Bacteriological Test</p>                                      | <ul style="list-style-type: none"> <li>- placed individually in appropriate sterile Bacterial Transport Media</li> <li>- chilled not frozen</li> <li>- with coolant or ice packs during transport</li> </ul>   | <ul style="list-style-type: none"> <li>- 1 swab per animal placed in an appropriate transport medium</li> </ul>  |  |

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| b. Virological Tests (Nasal/ Tracheal/ Oropharyngeal Swabs) | <ul style="list-style-type: none"> <li>- submitted on Monday to Wednesday only</li> <li>- placed individually in appropriate sterile Virus Transport Media (VTM)</li> <li>- volume of VTM should be sufficient to cover head of swab</li> <li>- with coolant or ice packs during transport</li> </ul> |   |  |
| Water sample  | freshly collected and placed in a sterile container or bottle, submitted on Monday to Wednesday only  | 1 liter   |  |
| Table Egg   | intact shell, no cracks, and no fecal material  | 30 eggs   |  |
| Feed samples  | individually packed and labelled  | 500 grams for Salmonella and E. coli Isolation  |  |
| Cuttlefish  | individually packed per sample  | 500 grams   |  |
| Fecal samples   | <ul style="list-style-type: none"> <li>- placed in individual plastic containers</li> <li>- with coolant or ice packs</li> <li>- collected and submitted to the lab within 24 hours</li> <li>- freshly packed in screw capped containers</li> </ul>   | For Flotation:<br>5 gm – poultry<br>50 gm – large animals<br><br>For Sedimentation:<br>100 gm |  |

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| Fecal sample/intestinal contents                                       | <ul style="list-style-type: none"> <li>- samples must be kept cool and transported to the lab as quickly as possible</li> </ul>   | For virological tests:<br>at least 10 mL or minimum of 5 gm per sample  |  |
| Blood Parasite Examination   | <ul style="list-style-type: none"> <li>- anticoagulant-filled blood samples, with coolant or ice packs (collected and submitted to the lab within 24 hours) or</li> <li>- slide smears fixed in methanol, kept dry</li> </ul>   | <ul style="list-style-type: none"> <li>- Whole blood, 2 mL</li> <li>- Slide smears (2 slides per sample)</li> </ul>   |  |
| Honeybee samples<br>a. Bacteriologic Test<br><br>b. Parasitologic Test | <ul style="list-style-type: none"> <li>- live bees placed in sterile plastic containers or bags</li> <li>- honeybee comb placed in sterile container</li> <li>- live bees placed in sterile plastic containers or bags</li> <li>- live bees for protozoan diseases</li> </ul> | <ul style="list-style-type: none"> <li>- 30 live bees/colony</li> <li>- 20 x 20 cm honeycomb or</li> <li>- 250 gm "raw" honey</li> <li>- 100 live bees/colony</li> <li>- 30 live bees/colony</li> </ul> |  |
| Whole parasites  | <ul style="list-style-type: none"> <li>- live or in its fresh state or</li> <li>- preserved thru freezing or preserved in 70% ethanol (only for applicable parasites)</li> </ul>  | 3 samples per parasite type   |  |

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| Important: Improperly labelled samples will not be accepted                                 |   |                      |                 |   |
|---|---|----------------------|-----------------|---|
| CLIENT STEPS  | AGENCY ACTION   | FEES TO BE PAID      | PROCESSING TIME | PERSON RESPONSIBLE                            |
| 1. Fill-up the LERF   | Guide and answer queries from clients<br><br>Interview clients for additional information   | N/A                  | 5 minutes       | ADDRL Receiving Staff/ Technical Staff        |
| 2. If applicable, proceed to the responsible Division for proper endorsement to ADDRL       | Countersign the LERF  | N/A                  | 10 minutes      | Responsible Division                          |
| 3. Submit the accomplished LERF   | Accept and preliminarily assess completeness of LERF<br><input type="checkbox"/> Verify correctness of entries on LERF<br><input type="checkbox"/> Accept and check samples (as to quantity and quality, etc.)<br><input type="checkbox"/> Assign Laboratory Accession Number and record data into the Sample Receiving Logbook | N/A                  | 30 minutes      | ADDRL Receiving Staff                         |
| 4. Get Claim Stub   | Prepare and issue Claim Stub  | N/A                  | 1 minute        | ADDRL Receiving Staff                         |
| 5. Follow-up on the "follow-up date" indicated in the Claim Stub                            | Endorse samples to the responsible laboratory unit/s<br><br>Conduct laboratory testing  | See Schedule of Fees |                 | ADDRL Receiving Staff<br><br>Laboratory Staff |
| 6. Return to ADDRL according to availability of laboratory report<br><br>Present Claim Stub | Get Claim Stub from client  | N/A                  | 1 minute        | ADDRL Receiving Staff                         |

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|   |   |                      |   |                          |
|---|---|----------------------|---|--------------------------|
| 7. Request for Order of Payment A<br><br>Present Order of Payment A to Accounting Section | Issue Order of Payment A                                    | See Schedule of Fees | 3 minutes   | ADDRL Receiving Staff    |
| 8. Get Order of Payment B<br><br>Present Order of Payment B to Cashier Unit               | Issue Order of Payment B                                    |                      | 3 minutes   | Accounting Section Staff |
| 9. Pay corresponding fees   | Issue Official Receipt (OR)                                 |                      | 3 minutes   | Cashier Unit             |
| 10. Present OR for logging purposes at the ADDRL  | Log OR number in the duplicate copy of Order of Payment A   | N/A                  | 1 minute  | ADDRL Receiving Staff    |
| 11. Sign the duplicate copy of laboratory report  | Let the client sign the duplicate copy of laboratory report | N/A                  | 1 minute  | ADDRL Receiving Staff    |
| 12. Fill-up Customer Satisfaction Survey (CSS)  | Give CSS Form to the client                                 | N/A                  | 5 minutes   | ADDRL Receiving Staff    |
| 13. Get laboratory report   | Release laboratory report                                   | N/A                  | 1 minute  | ADDRL Receiving Staff    |
| <b>TOTAL</b>  |   |                      | <b>64 minutes<br/>(exclusive of examination duration)</b> |                          |



**B. CHEMICAL FEED ANALYSIS AND VETERINARY DRUG ASSAY SERVICES**

|   |  |                                   |                        |                           |
|---|--|-----------------------------------|------------------------|---------------------------|
| <b>OFFICE/DIVISION:</b>   | Veterinary Laboratory Division (VLD) – Chemical and Feed Analysis Section (CFAS)                 |                                   |                        |                           |
| <b>CLASSIFICATION:</b>  | Highly Technical   |                                   |                        |                           |
| <b>TYPE OF TRANSACTION:</b>   | G2C – Government to Citizens<br>G2B – Government to Businesses<br>G2G – Government to Government |                                   |                        |                           |
| <b>WHO MAY AVAIL:</b>   | External Clients   |                                   |                        |                           |
| <b>CHECKLIST OF REQUIREMENTS</b>  |  | <b>WHERE TO SECURE</b>            |                        |                           |
| <input type="checkbox"/> Laboratory Request Form (LRF)<br><input type="checkbox"/> Samples to be tested are properly identified and packed<br><input type="checkbox"/> Antibiotics, Vitamins, and Trace Mineral samples must be accompanied with label claims<br><input type="checkbox"/> Manure samples must be bone-dried and well packed<br><input type="checkbox"/> Forages must be sun-dried and reduced to appropriate size<br><input type="checkbox"/> Monitoring samples must be accompanied with AFVDBCD transmittal |  | <input type="checkbox"/> VLD-CFAS |                        |                           |
| Acceptance Criteria for Submission of Samples   |  |                                   |                        |                           |
| <b>Analysis</b>   | <b>Sample Weight/Volume Required (Not Less Than)</b>   |                                   |                        |                           |
| Proximate Analysis  | 250 g  |                                   |                        |                           |
| Individual Analyte  | 100 g  |                                   |                        |                           |
| Liquid Sample/Suspension  | 250 mL   |                                   |                        |                           |
| Veterinary Drugs (Finished Products)  | 250 g  |                                   |                        |                           |
| Veterinary Drugs (Raw Materials)  | 10 g   |                                   |                        |                           |
| Premixes  | 250 g  |                                   |                        |                           |
| Banned Drugs  | 1,000 g  |                                   |                        |                           |
| Aflatoxin and other Mycotoxins  | 1,000 g  |                                   |                        |                           |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTION</b>   | <b>FEES TO BE PAID</b>            | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b> |

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|  |  |              |   |                                |
|--|--|--------------|---|--------------------------------|
| 1. Submit sample and required documents  | Evaluate sample and documents in accordance with CFAS' Criteria for accepting samples  | N/A          | 10 minutes per sample                                   | CFAS Receiving Officer(s)      |
| 2. Fill-up and Submit Laboratory Request Form (LRF)                              | Receive and Check LRF for completeness of information  | N/A          | 5 minutes per sample                                    | CFAS Receiving Officer(s)      |
| 3. Request for Order of Payment A  | Issue Order of Payment A   | N/A          | 3 minutes   | CFAS Receiving Officer(s)      |
| 4. Submit Order of Payment A to the Accounting Section                           | Issue Order of Payment B   | N/A          | 3 minutes   | Accounting Section Staff       |
| 5. Present Order of Payment B to Cashier Unit and pay the necessary Analysis Fee | Accept Order of Payment B and issue original Official Receipt (OR)   | Analysis Fee | 5 minutes   | Cashier Unit Staff             |
| 6. Present OR to CFAS Receiving Officer  | <ul style="list-style-type: none"> <li>● Record OR number in the LRF</li> <li>● Code Sample</li> </ul>   | N/A          | 1 minute  | CFAS Receiving Officer(s)      |
| 7.   | Endorse sample to grinder  | N/A          | 2 minutes per LRF                                       | CFAS Receiving Officer(s)      |
| 8.   | <ul style="list-style-type: none"> <li>● Grind Sample</li> <li>● Record sample in the Sample Logbook</li> <li>● Endorse sample to the analyst</li> </ul> | N/A          | 20-60 minutes (depending on the kind of sample)         | Grinding in-charge             |
| 9.   | <ul style="list-style-type: none"> <li>● Analyze sample</li> <li>● Compute and record test result in the Analysis Logbook</li> </ul>                     | N/A          | 3-10 working days (depending on the analysis requested) | Chemist/Analyst                |
| 10.  | Check Computation and Evaluate test result   | N/A          | 2 minutes per sample                                    | Unit Head Section Head         |
| 11.  | Report test result in the Result Logbook   | N/A          | 1 minute per sample                                     | Unit Head Section Head Analyst |

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|                 |   |     |   |   |
|-----------------|---|-----|---|---|
| 12.             | Prepare Raw Data Sheet for encoding           | N/A | 3 minutes per sample  | Unit Head<br>Section Head<br>Analyst        |
| 13.             | Encode Chemical Analysis Report (CAR)         | N/A | 5 minutes per CAR   | CFAS Receiving Officer(s)                   |
| 14.             | Check CAR and Record CAR number in the Result | N/A | 3 minutes per CAR   | Unit Head<br>Section Head                   |
| 15.             | Sign and Dry seal CAR                         | N/A | 10 minutes per CAR  | Unit Head<br>Section Head<br>Division Chief |
| 16.             | Photocopy and Scan CAR                        | N/A | 10 minutes per CAR  | CFAS Receiving Officer(s)                   |
| 17. Receive CAR | Release original CAR                          | N/A | 5 minutes per CAR   | CFAS Receiving Officer(s)                   |
| <b>TOTAL</b>    |   |     | <b>3 days 88 minutes (minimum);<br/>10 days 128 minutes (maximum)</b> |   |



**C. OFFICIAL ACCREDITATION OF VETERINARY DIAGNOSTIC LABORATORIES**

|                             |  |
|-----------------------------|--|
| <b>OFFICE/DIVISION:</b>     | VLD-ADDRL  |
| <b>CLASSIFICATION:</b>      | Complex  |
| <b>TYPE OF TRANSACTION:</b> | G2B – Government to Business<br>G2G – Government to Government |
| <b>WHO MAY AVAIL:</b>       | Veterinary Diagnostic Laboratory                               |

| CHECKLIST OF REQUIREMENTS  | WHERE TO SECURE                |
|--|--------------------------------|
| <input type="checkbox"/> GF-ADDRL-04 - Checklist for official veterinary diagnostic laboratory accreditation application.<br><input type="checkbox"/> GF-ADDRL-06 – Application for veterinary diagnostic laboratory accreditation | BAI-ADDRL Accreditation Office |

**1. Receiving of Official Accreditation Application, Review and Verification of Submitted Documents**

| CLIENT STEPS  | AGENCY ACTION  | FEES TO BE PAID | PROCESSING TIME        | PERSON RESPONSIBLE                         |
|---|--|-----------------|------------------------|--|
| 14. Filing of Application with Intent<br><br>1.1 Use form GF-ADDRL-06 and submit all the requirements listed in the checklist GF-ADDRL-04.<br>1.2 Send to BAI-VLD Accreditation office or email to <a href="mailto:addrl.accred.com@gmail.com">addrl.accred.com@gmail.com</a> | 14.1 Receiving of application and screening of documents submitted:<br><input type="checkbox"/> General Requirements<br><input type="checkbox"/> Specific Requirements<br><br>Note: No application will be accepted if general and specific documentary requirements are incomplete. | N/A             | 2 days<br>(1.1 to 1.5) | VLD- ADDRL Accreditation Verifying Officer |

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| CLIENT STEPS   | AGENCY ACTION  | FEES TO BE PAID | PROCESSING TIME              | PERSON RESPONSIBLE                               |
|--|--|-----------------|------------------------------|--|
| <p>Note: All documentary requirements must be submitted within office hours (8:00 AM- 5:00 PM)</p> | <p>1.2 Verification of submitted documents</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> General Requirements</li> <li><input type="checkbox"/> Specific Requirements</li> </ul> <p>1.3 Stamping of the date received and countersigning documents once verified</p> <p>1.4 Registration in the receiving and releasing logbook (R-ADDRL-28) the details of the application and assign a unique application code number.</p> <p>1.5 Acknowledgement of the application and receipt of documents by email to the applicant laboratory indicating the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Date of Filing</li> <li><input type="checkbox"/> Unique Registration Code</li> <li><input type="checkbox"/> Name and position of verifying officer</li> </ul> <p>Note: Notify the applicant laboratory of non-acceptance in cases wherein a missing or lacking documentary requirement was noticed.</p> | N/A             | Continuation<br>(1.1 to 1.5) | VLD- ADDRL<br>Accreditation<br>Verifying Officer |

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| CLIENT STEPS   | AGENCY ACTION   | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                               |
|--|---|-----------------|-----------------|--|
| 15. Payment of application fee   | 2.1 Issuance of order of payment for the application fee.   | P 100.00        | 1 day           | VLD- ADDRL<br>Receiving Office<br>Staff          |
| 16. Submit the Order of Payment to the Accounting Section                                    | 3.1 Issuance of another Order of Payment  | N/A             |                 | BAI- Accounting<br>Section                       |
| 17. Present Order of Payment to the Cashier  | 4.1 Issuance of Original Official Receipt (OR) payment made   | N/A             |                 | BAI- Cashier<br>Section                          |
| 18. Submit an original copy of the Official Receipt to the BAI- ADDRL Receiving Office Staff | 5.1 Recording of payment details and filing of the copy of proof of payment.  | N/A             |                 | VLD- ADDRL<br>Accreditation<br>Verifying Officer |
|  | 19. Endorsement to VLD Accreditation Technical Evaluator assigned to proceed with the initial technical evaluation. | N/A             |                 |  |
| <b>TOTAL</b>   |   |                 | <b>3 Days</b>   |  |

|                             |  |
|-----------------------------|--|
| <b>OFFICE/DIVISION:</b>     | BAI-ADDRL  |
| <b>CLASSIFICATION:</b>      | Highly Technical   |
| <b>TYPE OF TRANSACTION:</b> | G2B – Government to Business; G2G – Government to Government |
| <b>WHO MAY AVAIL:</b>       | Veterinary Diagnostic Laboratory                             |

**2. Initial Technical Evaluation**

| CHECKLIST OF REQUIREMENTS  | WHERE TO SECURE                |
|--|--------------------------------|
| <input type="checkbox"/> GF-ADDRL-20 Notice of Lacking Requirements for Veterinary Diagnostic laboratory accreditation application | BAI-ADDRL Accreditation Office |

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| CLIENT STEPS | AGENCY ACTION   | FEES TO BE PAID | PROCESSING TIME          | PERSON RESPONSIBLE                    |
|--------------|---|-----------------|--------------------------|---------------------------------------|
|              | <p>1. Conduct initial technical evaluation of the specific documentary requirements or documentary evidence to objectively demonstrate technical competence or level of quality to provide testing services according to a specific standard on behalf of DA-BAI-ADDRL.</p> <p>1.1 Notification of applicant for additional documents required to conduct an objective assessment of the technical competence using GF-ADDRL- 20 Notice of Lacking Requirements</p> <p>Note: The request for additional technical information/documents shall be limited to two notifications only, each including the compliance deadline for submission of the additional requirements.</p> | N/A             | 7 working days/ per test | VLD Accreditation Technical Evaluator |
| CLIENT STEPS | AGENCY ACTION   | FEES TO BE PAID | PROCESSING TIME          | PERSON RESPONSIBLE                    |
|              | <ul style="list-style-type: none"> <li><input type="checkbox"/> Applicants will be given five working days per notification to submit the lacking requirements.</li> <li><input type="checkbox"/> Failure to submit the requirements within the due date will cause the application to be TERMINATED.</li> <li><input type="checkbox"/> Re-application for minor deficiencies (i.e. documentary requirements) is allowed after one month of termination. For major deficiencies (i.e. absence of specific equipment), re-application is allowed after 6 months.</li> </ul>  | N/A             | Continuation (1 to 1.1)  | VLD Accreditation Technical Evaluator |

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|  |  |                        |                         |                                       |
|--|--|------------------------|-------------------------|---------------------------------------|
| 2. Submission of additional documents or requirements relevant to the application  | 2.1 Evaluation of additional documents submitted                                       | N/A                    | 3 days                  | VLD Accreditation Technical Evaluator |
| 3. Request for changes to the application.<br><input type="checkbox"/> Additional or deletion of testing services applied, if there are any. | 3.1 Acknowledgement of request for changes to the application                          | N/A                    | 1 day                   | VLD Accreditation Technical Evaluator |
| 4. Submission of appropriate documents or requirements relevant to the proposed changes.   | 4.1 Recording of all the details and changes in the applicant's records.               | N/A                    |                         | VLD Accreditation Technical Evaluator |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTION</b>   | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b>  | <b>PERSON RESPONSIBLE</b>             |
| <input type="checkbox"/> Indicate in the communication the application code number for the additional documents.                             |  | N/A                    | Continuation (4.1 to 5) | VLD Accreditation Technical Evaluator |
|  | 5. Endorsement of application to the Technical Officer assigned /Audit Team for audit. |                        |                         |                                       |
| <b>TOTAL</b>   |  |                        | <b>11 days</b>          |                                       |

|                             |  |
|-----------------------------|--|
| <b>OFFICE/DIVISION:</b>     | BAI-ADDRL  |
| <b>CLASSIFICATION:</b>      | Highly Technical   |
| <b>TYPE OF TRANSACTION:</b> | G2B – Government to Business; G2G – Government to Government |
| <b>WHO MAY AVAIL:</b>       | Veterinary Diagnostic Laboratory                             |



| CHECKLIST OF REQUIREMENTS  | WHERE TO SECURE                |
|--|--------------------------------|
| <input type="checkbox"/> GF-ADDRL-04 - Checklist for official veterinary diagnostic laboratory accreditation application.<br><input type="checkbox"/> GF-ADDRL-07 - Audit Checklist<br><input type="checkbox"/> GF- ADDRL-15 - Audit Plan<br><input type="checkbox"/> GF-ADDRL-16 - Notice of Audit<br><input type="checkbox"/> GF ADDRL-17 – Audit Report for Veterinary Diagnostic Laboratory Official Accreditation Application | BAI-ADDRL Accreditation Office |

**3. Audit / Laboratory Inspection**

| CLIENT STEPS   | AGENCY ACTION  | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                |
|--|--|-----------------|-----------------|-----------------------------------|
|  | 1. Coordination with the applicant laboratory regarding the schedule of Audit  | N/A             | 2 days          | Audit Team /<br>Audit Team Leader |
|  | 2. Development of an audit plan based on the results of the initial technical evaluation and preparation of the Notice of Audit  |                 |                 |                                   |
|  | 3. Communication of Audit details prior to the schedule of audit by Issuance of Notice of Audit (GF-ADDRL-16) and Audit Plan (GF-ADDRL-15) to the applicant laboratory |                 |                 |                                   |
| CLIENT STEPS   | AGENCY ACTION  | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                |
| 4. Receiving and acknowledgment of the Notice of Audit and Audit Plan. |  | N/A             | N/A             | Audit Team /<br>Audit Team Leader |

## CITIZEN'S CHARTER 2024, 3RD EDITION



|  |  |   |   |  |
|--|--|---|---|--|
| <p>5. Confirmation of Audit Schedule</p>   | <p>5.1 Preparation of Audit Checklist (GF-ADDRL-07)</p> <p><input type="checkbox"/> Preparation and approval of necessary travel documents</p>   | <p>N/A</p>  | <p>3 days</p>   |  |
| <p>6. Request for reschedule of audit</p>  | <p>19.1 Granting of request for reschedule will be permitted for up to two (2) requests only.</p> <p><input type="checkbox"/> Non-completion of Audit in accordance with the Audit Plan within the prescribed period shall cause DEFERMENT of the application.</p>   | <p>N/A</p>  | <p>1 day</p>  | <p>Audit Team /<br/>Audit Team Leader</p>                    |
| <p>7. Preparation for the conduct of audit in the laboratory.</p> <p><input type="checkbox"/> Ensure that auditors are provided reasonable access to offices, establishments, and documents.</p> | <p>7.1 Auditing of test process applied for accreditation.</p> <p><input type="checkbox"/> The conduct of the audit is in accordance with established standards and protocols and is limited to the audit plan made to verify or check compliance with technical regulations and conformance to specific quality standards.</p> <p><input type="checkbox"/> No major deviation or request for changes will be allowed at this point.</p> <p><input type="checkbox"/> Conduct of audit may include witnessing the actual performance of the testing process in lieu of panel testing.</p> | <p>N/A</p>  | <p>4 days</p>   | <p>Audit Team /<br/>Audit Team Leader</p>                    |
| <p style="text-align: center;"><b>CLIENT STEPS</b></p>   | <p style="text-align: center;"><b>AGENCY ACTION</b></p>  | <p style="text-align: center;"><b>FEES TO BE PAID</b></p> | <p style="text-align: center;"><b>PROCESSING TIME</b></p> | <p style="text-align: center;"><b>PERSON RESPONSIBLE</b></p> |

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|                     |  |                            |                            |  |
|---------------------|--|----------------------------|----------------------------|--|
| N/A                 | <input type="checkbox"/> Conduct of virtual or remote audit may be conducted if the physical inspection cannot be carried out due to unforeseen circumstances, such as but not limited to force majeure and declared national emergencies when the mobility of personnel is restricted.<br><input type="checkbox"/> Failure to conduct an Audit on the specified period due to reasons attributable to the applicant shall cause TERMINATION of the application. | N/A                        | Continuation<br>(7.1)      | Audit Team /<br>Audit Team<br>Leader             |
|                     | 8. Preparation of Audit Report<br><br>8.1 Preparation of technical / audit report by the audit team using form GF- ADDRL-17 or Veterinary Diagnostic Laboratory Official Accreditation Application   | N/A                        | 7 days                     | Audit Team                                       |
|                     | 9. Preparation of Corrective Action Report on Audit Findings (GF-ADDRL-18) based on the results of the audit   | N/A                        | 3 days                     | Audit Team                                       |
|                     | 10. Notification of nonconformance arising during the audit as specified in the signed Audit Report (GF- ADDRL-17) and accomplishment of form Corrective Action Report on Audit Findings (GF-ADDRL-18) to applicant laboratory for completion sent via email.  | N/A                        | 1 day                      | VLD- ADDRL<br>Accreditation<br>Verifying Officer |
| <b>CLIENT STEPS</b> | <b>AGENCY ACTION</b>   | <b>FEES TO<br/>BE PAID</b> | <b>PROCESSING<br/>TIME</b> | <b>PERSON<br/>RESPONSIBLE</b>                    |

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|   |  |     |                           |  |
|---|--|-----|---------------------------|--|
| 11. Acknowledgement of Audit Report (GF- ADDRL-17) and Corrective Action Report on Audit Findings (GF-ADDRL-18) | 11.1 Recording of the date of acknowledgment on the application for official veterinary diagnostic laboratory accreditation tracking sheet (GF ADDRL-09) | N/A | Continuation (10 to 11.1) | VLD- ADDRL Accreditation Verifying Officer |
| <b>TOTAL</b>  |  |     | <b>21 days</b>            |  |

|                             |  |
|-----------------------------|--|
| <b>OFFICE/DIVISION:</b>     | BAI-ADDRL  |
| <b>CLASSIFICATION:</b>      | Highly Technical   |
| <b>TYPE OF TRANSACTION:</b> | G2B – Government to Business; G2G – Government to Government |
| <b>WHO MAY AVAIL:</b>       | Veterinary Diagnostic Laboratory                             |

| CHECKLIST OF REQUIREMENTS  | WHERE TO SECURE  |
|--|--|
| <input type="checkbox"/> GF- ADDRL-17 – signed Audit Report<br><input type="checkbox"/> GF-ADDRL-18 – signed corrective action report on audit findings and proof of corrective actions taken or implemented<br><input type="checkbox"/> GF- ADDRL- 19 –submission of status of corrective action implementation on audit findings | BAI-ADDRL Accreditation Office /<br>Applicant laboratory |



**3A. MANAGEMENT OF CORRECTIVE ACTION TO AUDIT FINDINGS**

| CLIENT STEPS  | AGENCY ACTION  | FEES TO BE PAID | PROCESSING TIME     | PERSON RESPONSIBLE          |
|---|--|-----------------|---------------------|-----------------------------|
| 1. Fill out the sent form Corrective Action Report on Audit Findings (GF-ADDRL-18). <ul style="list-style-type: none"> <li>Identify the intended corrections and corrective actions for implementation with specified target completion date(s) set and Email the completed form to <a href="mailto:addrl.accred.com@gmail.com">addrl.accred.com@gmail.com</a></li> </ul> | 1.1. Receiving of the submitted Corrective Action Report on Audit Findings (GF-ADDRL-18)<br>1.2. Assessment of the intended corrections, root cause analysis, and corrective action plans submitted by the applicant laboratory for its acceptability <ul style="list-style-type: none"> <li>Timeline for the immediate actions and corrective action plans to eliminate the cause/s of the nonconformance/s and target date/s should fall within the permissible period.</li> </ul> | N/A             | 3 days (1.1 to 1.3) | VLD Accreditation Evaluator |

| CLIENT STEPS   | AGENCY ACTION  | FEES TO BE PAID | PROCESSING TIME           | PERSON RESPONSIBLE          |
|--|--|-----------------|---------------------------|-----------------------------|
|  | 1.3 Preparation of Status of corrective action implementation on audit findings (GF- ADDRL-19) and Sending of the same to the applicant laboratory   | N/A             | Continuation (1.1 to 1.3) | VLD Accreditation Evaluator |
| 2. Fill out the sent form (GF-ADDRL-19) to state the implemented actions and evidence and email the completed form to <a href="mailto:addrl.accred.com@gmail.com">addrl.accred.com@gmail.com</a> | 2.1. Assessment of the implemented corrections and corrective actions submitted by the applicant laboratory for its acceptability<br><br><input type="checkbox"/> If corrective action/s were not accepted or not completed on the deadline set or if completion falls beyond the set target dates and no requests for extension | N/A             | 7 days                    | Audit Team                  |

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|  |  |     |       |            |
|--|--|-----|-------|------------|
|  | were received, the application is <b>DEFERRED.</b>   |     |       |            |
| <p>3. Submission of a written request for extension if corrective action is needed requires more time to be completed.</p> <p><input type="checkbox"/> Note: Request for extension shall be allowed once if filed prior to the set due date.</p> | <p>3.1 Granting of requests for a maximum of 10 working day extension for the implementation or introduction of new or additional corrective measures.</p> | N/A | 1 day | Audit Team |

| CLIENT STEPS   | AGENCY ACTION  | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|--------------------|
| <p>1. Submission of status of pending corrective action implementation on audit findings (GF- ADDRL-19) to report the corrective actions taken and attach proof of accomplishment and send to <a href="mailto:addr1.accred.com@gmail.com">addr1.accred.com@gmail.com</a></p> | <p>2. Verification of the implemented corrective action/s and determine if the measures are acceptable.</p> <p>3.</p> <p>4. Notify the laboratory of the result of the second assessment conducted.</p> <p>5.</p> <p>6. Result of assessment can be:</p> <p>7. <b>Approved</b> – if acceptable</p> <p>8. <b>Terminated</b> – if they fail to submit the report as required within the specified period.</p> <p>9. <b>Disapproved</b>- if the laboratory did not meet the requirements as a testing laboratory.</p> | 10. N/A         | 11. 3 days      | 12. Audit Team     |

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|   |  |         |                |                                       |
|---|--|---------|----------------|---------------------------------------|
| 13. Paying the corresponding fee if a re-audit is needed.   | 14. Issuance of order of payment for the re-audit. | 15. N/A | 16. 1 day      | 17. BAI- ADDRL Receiving Office Staff |
| 18. Note: Back to Step 3 if a re-audit is needed or proceed to 3B for the panel testing or 3C for witnessing. |  |         |                |                                       |
| <b>TOTAL</b>  |  |         | <b>15 days</b> |                                       |

|                             |  |
|-----------------------------|--|
| <b>OFFICE/DIVISION:</b>     | BAI-ADDRL  |
| <b>CLASSIFICATION:</b>      | Highly Technical   |
| <b>TYPE OF TRANSACTION:</b> | G2B – Government to Business; G2G – Government to Government |
| <b>WHO MAY AVAIL:</b>       | Veterinary Diagnostic Laboratory                             |

| CHECKLIST OF REQUIREMENTS   | WHERE TO SECURE      |
|---|----------------------|
| Laboratory test panels/samples<br>GF- ADDRL- 03 Material Transfer Agreement (MTA) | BAI-ADDRL Laboratory |

### 3B. PANEL TESTING

| CLIENT STEPS | AGENCY ACTION  | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                    |
|--------------|--|-----------------|-----------------|---------------------------------------|
|              | 1. Notification of applicant laboratory for the availability of panels for the test applied for.<br><br><input type="checkbox"/> Witnessing of the actual performance of the testing process is done in lieu of panel testing. | N/A             | 1 day           | VLD Accreditation Technical Evaluator |
|              | 2. Sending of GF- ADDRL- 03 Material Transfer Agreement (MTA) Form to Client.  | N/A             |                 | VLD Accreditation Technical Evaluator |

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|  |   |                               |                              |  |
|--|---|-------------------------------|------------------------------|--|
| 3. Acknowledgement of receipt and submission of signed GF- ADDRL- 03 Material Transfer Agreement (MTA) | 3.1 Preparation of panels for the test requested subject to availability and upon receipt of signed GF- ADDRL- 03 Material Transfer Agreement (MTA) | N/A                           | 20 days<br>(3.1 to 3.2)      | Laboratory unit responsible for the test   |
|  | 3.2 Notification of applicant of the availability for pickup of the prepared test panels for testing  | N/A                           | Continuation<br>(3.1 to 3.2) | VLD Accreditation Technical Evaluator      |
| 4 Request for Order of Payment to the ADDRL and payment of corresponding fees for panel test/s         | 4.1 Issuance of order of payment per panel test/s.  | Refer to the Schedule of Fees | 1 day                        | BAI- ADDRL Receiving Office Staff          |
| 5 Submit Order of Payment to the Accounting Section  | 5.1 Issuance of another Order of Payment  |                               |                              | BAI- Accounting Section                    |
| 6 Present Order of Payment to the Cashier  | 6.1 Issuance of Original Official Receipt (OR) payment made   |                               |                              | BAI- Cashier Section                       |
| 7 Submit original copy of the Official Receipt to the BAI-ADDRL Receiving Office Staff                 | 7.1 Recording of payment details and filing of the copy of proof of payment.  |                               |                              | VLD- ADDRL Accreditation Verifying Officer |
| 8 Receiving /Pick-up of test panels  | 8.1 Release of test panels  |                               |                              | N/A  |
| 9 Conduct of test for the panels received within 15 days upon receipt of samples/test panels.          | N/A   | N/A                           | N/A                          | Audit Team                                 |

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|  |   |     |        |  |
|--|---|-----|--------|--|
| <p>10 Submission of the panel test result to the official email of the accreditation committee:<br/>addrl.accred.com@gmail.com</p> | <p>10.1 Acknowledgement of received panel test result and analysis of data gathered according to the guidelines of the specific panel test's acceptance criteria.</p>   | N/A | 3 days | Audit Team                                       |
|  | <p>10.2 Interpretation of the test results or gathered data according to the guidelines of the specific panel test's acceptance criteria which can either be:</p> <p><input type="checkbox"/> Acceptable (<math>\geq 90\%</math> to 100% pass the expected result)</p> <p><input type="checkbox"/> Unacceptable (<math>&lt; 90\%</math>)</p>                              | N/A | 3 days | Audit Team                                       |
|  | <p>10.3 Preparation of panel test evaluation report.</p>  | N/A |        | Audit Team                                       |
|  | <p>10.4 Notification of applicant laboratory of the result of the panel test conducted granting a reasonable period to establish the root cause and implement the corrective measures to eliminate the cause.</p> <p><input type="checkbox"/> Allow five (5) working days to establish the root cause, corrective actions to employ, and other technical requirements</p> | N/A | 1 day  | VLD- ADDRL<br>Accreditation Verifying<br>Officer |

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|  |   |     |              |  |
|--|---|-----|--------------|--|
|  | 11. Evaluation of the root cause/s identified and the corrective actions employed with the evidence or technical requirements and its effectiveness   | N/A | 3 days       | Technical Officer assigned / Audit Team    |
|  | 12. Evaluation of the result of the panel testing and corrective actions employed to eliminate the cause/s  | N/A | 3 days       | Technical Officer assigned / Audit Team    |
|  | 13. Preparation of the second batch of panels* for the test requested.<br><input type="checkbox"/> *subject to availability   | N/A | 20 days      | Concerned Laboratory                       |
|  | 14. Notification of the applicant of the availability of the second batch of test panels for pickup   | N/A | 1 day        | Technical Officer assigned /Audit Team     |
| Note: Back to steps no. 4-13 for panel testing |   |     |              |  |
|  | 15. Evaluation of the result of the second-panel testing  | N/A | 3 days       | Technical Officer assigned / Audit Team    |
|  | 16. Preparation of panel test evaluation report.  | N/A | 3 days       |  |
|  | 18. Notification of the applicant laboratory of the result of the second panel test conducted<br><input type="checkbox"/> If the panel test fails the second time, the application is DEFERRED or denied based on the stipulated requirements not met for quality and capability<br><input type="checkbox"/> Applicant may opt to re-apply for the specific test after 6 months | N/A | 1 day        | VLD- ADDRL Accreditation Verifying Officer |
|  |   |     | <b>TOTAL</b> | <b>35 Days</b>                             |

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|                             |  |
|-----------------------------|--|
| <b>OFFICE/DIVISION:</b>     | BAI-ADDRL  |
| <b>CLASSIFICATION:</b>      | Highly Technical   |
| <b>TYPE OF TRANSACTION:</b> | G2B – Government to Business; G2G – Government to Government |
| <b>WHO MAY AVAIL:</b>       | Veterinary Diagnostic Laboratory                             |

|                                  |                        |
|----------------------------------|------------------------|
| <b>CHECKLIST OF REQUIREMENTS</b> | <b>WHERE TO SECURE</b> |
|                                  | BAI-ADDRL Laboratory   |

### 3C. WITNESSING\* of an applicant laboratory's performance of testing (in lieu of test panels)

\*observing an auditee performing a **particular activity**, for example, a specific test method, and assessing the degree of compliance

| CLIENT STEPS | AGENCY ACTION   | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                            |
|--------------|---|-----------------|-----------------|---|
|              | 1. Notification of applicant laboratory for unavailability of panels for the test applied for.  | N/A             | 1 day           | VLD- ADDRL<br>Accreditation Verifying Officer |
|              | 2. Coordination with the applicant laboratory regarding the schedule of witnessing* the actual performance of the testing process in lieu of panel testing<br><br><input type="checkbox"/> *To assess the technical competence of the laboratory and its analysts which involves observing an auditee performing a particular activity to assess the degree of compliance | N/A             | 2 days          | Technical Officer assigned/Audit Team         |
|              | 3. Notification of the applicant laboratory for the date of witnessing  | N/A             | 1 day           | VLD- ADDRL<br>Accreditation Verifying Officer |

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|   |  |     |        |  |
|---|--|-----|--------|--|
|   | <input type="checkbox"/> Witnessing of the actual conduct of the test may be virtual or remote if the physical inspection cannot be carried out due to unforeseen circumstances, such as but not limited to force majeure and declared national emergencies when the mobility of personnel is restricted.  | N/A | N/A    | Technical Officer assigned / Audit Team    |
| 4. Acknowledgement or agreement of the date of witnessing |  | N/A | N/A    | N/A  |
| 5. Confirmation of Audit Schedule                         |  | N/A | N/A    | N/A  |
| 6. Performance of actual test analysis                    | <p>6.1 Observation of the analyst of the applicant laboratory in performing the specified test process and assess the degree of compliance</p> <p><input type="checkbox"/> The auditor must be provided with the documented test method against which compliance is assessed.</p> <p><input type="checkbox"/> The auditor will assess the compliance with the applicable requirements in the performance of the specific test process.</p> | N/A | 1 day  | Technical Officer assigned / Audit Team    |
|   | 7. Evaluation of the witnessed performance of test   | N/A | 3 days | Technical Officer assigned / Audit Team    |
|   | 8. Notification of the applicant laboratory of the result of the witnessing  | N/A | 1 day  | VLD- ADDRL Accreditation Verifying Officer |

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|               |  |     |               |     |
|---------------|--|-----|---------------|-----|
|               | 9. Proceed to final technical evaluation | N/A |               | N/A |
| <b>TOTAL:</b> |  |     | <b>9 Days</b> |     |

|                             |  |
|-----------------------------|--|
| <b>OFFICE/DIVISION:</b>     | BAI-ADDRL  |
| <b>CLASSIFICATION:</b>      | Simple   |
| <b>TYPE OF TRANSACTION:</b> | G2B – Government to Business; G2G – Government to Government |
| <b>WHO MAY AVAIL:</b>       | Veterinary Diagnostic Laboratory                             |

| CHECKLIST OF REQUIREMENTS   | WHERE TO SECURE                |
|---|--------------------------------|
| GF ADDRL-01- Certificate of Official Veterinary Diagnostic Laboratory Accreditation | BAI-ADDRL Accreditation Office |

### 4. FINAL TECHNICAL EVALUATION AND DECISION ON THE APPLICATION

| CLIENT STEPS | AGENCY ACTION   | FEES TO BE PAID | PROCESSING TIME      | PERSON RESPONSIBLE                         |
|--------------|---|-----------------|----------------------|--|
|              | 1. Gathering of data derived from the outcomes of all evaluations throughout the whole process.   | N/A             | 2 days               | Audit Team                                 |
|              | 2. Recommendation of the decision depending on the merits and outcome of the final technical evaluation, the decision of which may be the following:<br><input type="checkbox"/> Approval<br><input type="checkbox"/> Disapproval | N/A             |                      | Official Accreditation Committee           |
|              | 3. Notification of the applicant laboratory of the decision and recommendation to proceed with payment of accreditation fees by Issuance of an order of payment.  | N/A             | 1 day<br>(Steps 1-5) | VLD- ADDRL Accreditation Verifying Officer |

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|   |   |   |   |   |
|---|---|---|---|---|
| <p><b>4.</b> Payment of the corresponding accreditation fee</p>   |   | <p>Initial<br/>Php<br/>2,500.00</p> <p>Renewal<br/>Php 1,500.00</p> | <p>Continuation<br/>(1 to 5)</p>                          | <p>BAI- ADDRL<br/>Receiving Office<br/>Staff</p>          |
|   | <p><b>5.</b> Preparation of the certificate of official accreditation and endorsement to the Director's office for signature</p>  | <p>N/A</p>  |   | <p>VLD- ADDRL<br/>Accreditation<br/>Verifying Officer</p> |
| <p><b>6.</b> Submit the Order of Payment to the Accounting Section</p>                                      | <p><b>7.</b> Issuance of another Order of Payment</p>   | <p>N/A</p>  | <p>1 day</p>  | <p>BAI- Accounting<br/>Section</p>                        |
| <p><b>8.</b> Present Order of Payment to the Cashier</p>  | <p><b>8.1</b> Issuance of Original Official Receipt (OR) payment made</p>   | <p>N/A</p>  |   | <p>BAI- Cashier<br/>Section</p>                           |
| <p><b>9.</b> Submit an original copy of the Official Receipt to the VLD Accreditation Verifying Officer</p> | <p><b>9.1</b> Recording of payment details and filing of the copy of proof of payment</p>   | <p>N/A</p>  |   | <p>VLD- ADDRL<br/>Accreditation<br/>Verifying Officer</p> |
|   | <p><b>10.</b> Issuance or releasing of the official accreditation certificate to the applicant's laboratory</p> <p><input type="checkbox"/> Validity of accreditation is three (3) years provided that the laboratory is consistently conforming with the standard requirements based on the monitoring of DA-BAI-ADDRL</p> | <p>N/A</p>  | <p>VLD- ADDRL<br/>Accreditation<br/>Verifying Officer</p> |   |

## CITIZEN'S CHARTER 2024, 3RD EDITION



|  |   |              |               |  |
|--|---|--------------|---------------|--|
| 11. Receiving of official accreditation certificate                        | 11.1 Admonishing the applicant to submit the monthly reports of the laboratory and surveillance monitoring or spot inspection activities. | N/A          | N/A           | VLD- ADDRL Accreditation Verifying officer |
| 12. Submission of monthly reports to BAI ADDRL Disease Investigation Unit. | 12.1 Updating records of the applicant laboratory and registry of officially accredited laboratories.                                     | N/A          | N/A           |  |
|  |   | <b>TOTAL</b> | <b>4 days</b> |  |



# **Livestock Research and Development Division (LRDD)**

## **External Services - Production Support**



## 1. SERVES AS RESOURCE SPEAKER IN SEMINARS/TRAININGS

### Service Information

|  |   |                        |  |                                      |
|--|---|------------------------|--|--------------------------------------|
| <b>Office or Division:</b>   | LRDD-RESEARCH MANAGEMENT SECTION  |                        |  |                                      |
| <b>Classification:</b>   | Simple  |                        |  |                                      |
| <b>Type of Transaction:</b>  | Government-to-Citizens (G2C), Government-to-Government G2G                              |                        |  |                                      |
| <b>Who ma avail:</b>   | DA RFOs, LGUs, Farmers Group  |                        |  |                                      |
| <b>CHECKLIST OF REQUIREMENTS</b>                                     |   |                        | <b>WHERE TO SECURE</b>                             |                                      |
| Request letter addressed to BAI Director (1 copy)                    |   |                        | Client requesting the service                      |                                      |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTIONS</b>   | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b>                             | <b>PERSON RESPONSIBLE</b>            |
| 1. Snail mail or Email: Send request letter to BAI Directors' Office | 1. Receive snail mail or email and forward to BAI Director for comment                  | None                   | 5 minutes  | Admin Staff, LRDD                    |
|  | 2. Comment or note by BAI Director  |                        | 1 hour   | BAI Director, Office of the Director |
|  | 3. Forward request letter to LRDD Chief   |                        | 15 minutes   | Admin Staff, Office of the Director  |
|  | 4. Receive request letter   |                        | 1 minute   | Admin Staff, LRDD                    |
|  | 5. Comment or note by LRDD Chief  |                        | 5 minutes  | LRDD Chief, LRDD                     |
|  | 6. Forward request letter to LRDD RMS Head  |                        | 1 minute   | Admin Staff, LRDD                    |
|  | 7. Comment or note and forward communication to possible resource speaker               |                        | 1 minute   | LRDD-RMS Head, LRDD                  |
| 2. Waits for the confirmation of training schedule                   | 8. Communicate with requesting party for the arrangements and confirm training schedule |                        | 10 minutes   | Technical Staff, LRDD                |
|  | 9. Preparation of Travel Order  |                        | 5 minutes  | Admin Staff, LRDD                    |
|  | 10. Conducts lecture in seminar/training  |                        | 1-3 days<br>(Depends on the duration as requested) | Training Staff, LRDD                 |
| <b>END OF TRANSACTION</b>  |   |                        |  |                                      |



## 2. PROVIDING TECHNICAL ADVICE ON LIVESTOCK PRODUCTION (WALK-IN)

### Service Information

|   |   |                        |                        |                           |
|---|---|------------------------|------------------------|---------------------------|
| <b>Office or Division:</b>                                    | LRDD-RESEARCH MANAGEMENT SECTION  |                        |                        |                           |
| <b>Classification:</b>  | Simple  |                        |                        |                           |
| <b>Type of Transaction:</b>                                   | Government-to-Citizens (G2C), Government-to-Government (G2G)<br>Government-to-Business G2B  |                        |                        |                           |
| <b>Who may avail:</b>   | individual or group of clients (farmers, students, etc.) interested in livestock production   |                        |                        |                           |
| <b>CHECKLIST OF REQUIREMENTS</b>                              |   | <b>WHERE TO SECURE</b> |                        |                           |
| None  |   |                        |                        |                           |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTIONS</b>   | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b> |
| 1. Walk-in: Enters LRDD building, register at clients logbook | 1. Inform LRDD-RMS staff of the client inquiry  | None                   | 1 minute               | Admin Staff, LRDD         |
|   | 2. If Technical staff is not available, provide client with IEC materials and/or contact number of technical staff for direct inquiry |                        | 1 minute               | Admin Staff, LRDD         |
|   | 3. Answer clients inquiries, provides IEC materials or electronic copies of relevant materials  |                        | 12 minutes             | Technical Staff, LRDD     |
| 2. Client fill-up client satisfaction feedback                | 4. Provide client satisfaction feedback form  |                        | 2 minutes              | Admin Staff, LRDD         |
| <b>END OF TRANSACTION</b>                                     |   |                        |                        |                           |



### 3. AVAILING BIOGAS TECHNOLOGY DEMONSTRATION UNIT (SINGLE PROJECT)

#### Service Information

|   |   |  |                        |                                      |
|---|---|--|------------------------|--------------------------------------|
| <b>Office or Division:</b>  | LRDD-Technology Packaging and Transfer Section  |  |                        |                                      |
| <b>Classification:</b>  | Highly Technical  |  |                        |                                      |
| <b>Type of Transaction:</b>   | Government-to-Citizens (G2C), Government-to-Government G2G  |  |                        |                                      |
| <b>Who ma avail:</b>  | DA RFOs, LGU's livestock center, farmers  |  |                        |                                      |
| <b>CHECKLIST OF REQUIREMENTS</b>  |   | <b>WHERE TO SECURE</b>   |                        |                                      |
| 1. Request letter addressed to BAI Director (1 copy)<br>2. Memorandum of Agreement (1 copy) |   | Client requesting the service<br>Client requesting the service   |                        |                                      |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTIONS</b>   | <b>FEES TO BE PAID</b>   | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>            |
| 1. Snail mail or Email: Send project scope to BAI Directors' office                         | 1. OD receives letter request from DA RFO/LGU endorsed by the RED to the BAI Director. Private individuals may also submit letter request | None, however for HDPED, requesting part needs to prepare trench | 5 minutes              | Admin Staff, Office of the Director  |
|   | 2. OD forwards letter request to LRDD for appropriate action  |  | 1 day                  | BAI Director, Office of the Director |
| 2. Attend scheduled meeting with Program Manager and prepare site for evaluation            | 3. LRDD Chief instructs Program Manager to conduct site evaluation (GFBAI-177) and meeting with requesting party                          |  | 2 days                 | LRDD Chief and Program Manager, LRDD |

## CITIZEN'S CHARTER 2024, 3RD EDITION



|  |  |  |                        |   |
|--|--|--|------------------------|---|
|  | 4. Once site is approved, LRDD Chief recommends to the BAI Director the allocation of biogas digester unit to the requesting party |  | 1 day                  | LRDD Chief and BAI Director, LRDD, Office of the Director |
| 3. Coordinates with TPTS regarding MOA preparation                             | 5. MOA between concerned DA RFO/LGU's livestock center/private sector is prepared  |  | 1 day                  | TPTS staff, LRDD  |
|  | 6. MOA is forwarded to the requesting party  |  | 7 days                 | Admin Staff, Records Unit                                 |
| 4. Signs MOA   |  |  | 7 days                 | DA RFO/LGU/Private Sector                                 |
| 5. Returns MOA to BAI  | 8. Receives signed MOA   |  | 7 days                 | Admin Staff, Records Unit                                 |
|  | 9. BAI Director signs MOA  |  | 1 day                  | BAI Director, Office of the Director                      |
|  | 10. OD forwards signed MOA to LRDD   |  | 1 day                  | Admin Staff, Office of the Director                       |
|  | 11. Notarizes MOA upon receipt from OD   |  | 1 day                  | TPTS staff, LRDD  |
|  | 12. Keeps copy of signed MOA and sends copy to concerned DA RFO/LGU/Private Sector   |  | 7 days                 | Admin Staff, Records Unit                                 |
| 6. Coordinates regarding preparation for the biogas digester unit installation | 13. Coordinates regarding preparation for the biogas digester unit installation  |  | 1 day                  | Technical Staff, LRDD                                     |
| 7. Prepares site needed for biogas digester installation                       | 14. Procurement process is followed to purchase needed materials/accessories   |  | Depends on BAC process | Technical Staff, LRDD                                     |

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|   |   |  |                |   |
|---|---|--|----------------|---|
| 8. Helps install biogas digester unit together with TPTS technical staff/technician | 15. TPTS staff installs biogas digester unit together with DA RFO/LGU technician      |  | 3 days         | Technical staff/<br>Technician,<br>LRDD                     |
|   | 16. Tests installed biogas digester unit  |  | 1 day          | Technical staff/<br>Technician, LRDD                        |
|   | 17. Conducts repair and maintenance for defective units                               |  | 3 days         | Technical staff/<br>Technician, LRDD                        |
|   | 18. Conducts periodic monitoring of installed biogas digester                         |  | Every 6 months | Technical staff/<br>Technician, LRDD                        |
| 9. Conducts repair and maintenance of defective units                               | 19. In case of problems in the unit, assists DA RFO/LGU technicians to conduct repair |  | 3 days         | Technical staff/<br>Technician from TPTS<br>and DA RFO/LGUs |
| <b>END OF TRANSACTION</b>   |   |  |                |   |



#### 4. AVAILING BIOGAS TECHNOLOGY DEMONSTRATION UNIT (COLLABORATIVE PROJECT)

##### Service Information

|   |   |   |                        |   |
|---|---|---|------------------------|---|
| <b>Office or Division:</b>  | LRDD-Technology Packaging and Transfer Section  |   |                        |   |
| <b>Classification:</b>  | Highly Technical  |   |                        |   |
| <b>Type of Transaction:</b>   | Government-to-Citizens (G2C), Government-to-Government G2G  |   |                        |   |
| <b>Who ma avail:</b>  | DA RFOs, LGU's livestock center, farmers  |   |                        |   |
| <b>CHECKLIST OF REQUIREMENTS</b>  |   | <b>WHERE TO SECURE</b>  |                        |   |
| 1. Request letter addressed to BAI Director (1 copy)<br>2. Memorandum of Agreement (1 copy) |   | Client requesting the service<br>Client requesting the service    |                        |   |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTIONS</b>   | <b>FEES TO BE PAID</b>  | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>               |
| 1. Snail mail or Email: Send project scope to BAI Directors' Office                         | 1. OD receives letter request from DA RFO/LGU endorsed by the RED to the BAI Director. Private individuals may also submit letter request | None, however for HDPED, requesting party needs to prepare trench | 5 minutes              | Admin Staff,<br>Office of the Director  |
|   | 2. OD forwards project scope to LRDD for appropriate action   |   | 1 day                  | BAI Director,<br>Office of the Director |
| 2. Attend scheduled meeting with Program Manager and prepare site for evaluation            | 3. LRDD Chief instructs Program Manager to conduct site evaluation (GFBAI-177) and meeting with requesting party                          |   | 1 day                  | LRDD Chief and Program Manager,<br>LRDD |
|   | 4. Informs collaborating agency regarding the status of their request   |   | 5 minutes              | TPTS staff,<br>LRDD                     |

## CITIZEN'S CHARTER 2024, 3RD EDITION



|   |  |  |                        |                                      |
|---|--|--|------------------------|--------------------------------------|
| 3. Coordinates with TPTS regarding MOA preparation                                  | 5. MOA between concerned DA RFO/LGU's livestock center/private sector is prepared with supporting letter of intent/request |  | 1 day                  | TPTS staff, LRDD                     |
|   | 6. MOA is forwarded to the requesting party  |  | 7 days                 | Admin Staff, Records Unit            |
| 4. Signs MOA  |  |  | 7 days                 | DA RFO/LGU/Private Sector            |
| 5. Returns MOA to BAI   | 8. Receives signed MOA   |  | 7 days                 | Admin Staff, Records Unit            |
|   | 9. BAI Director signs MOA  |  | 1 day                  | BAI Director, Office of the Director |
|   | 10. OD forwards signed MOA to LRDD   |  | 1 day                  | Admin Staff, Office of the Director  |
|   | 11. Notarizes MOA upon receipt from OD   |  | 1 day                  | TPTS staff, LRDD                     |
|   | 12. Keeps copy of signed MOA and sends copy to concerned DA RFO/LGU/Private Sector   |  | 7 days                 | Admin Staff, Records Unit            |
| 6. Coordinates regarding preparation for the biogas digester unit installation      | 13. Coordinates regarding preparation for the biogas digester unit installation  |  | 1 day                  | Technical Staff, LRDD                |
| 7. Prepares site needed for biogas digester installation                            | 14. Procurement process is followed to purchase needed materials/accessories   |  | Depends on BAC process | Technical Staff, LRDD                |
| 8. Helps install biogas digester unit together with TPTS technical staff/technician | 15. TPTS staff installs biogas digester unit together with collaborating agency  |  | 3 days                 | Technical staff/ Technician, LRDD    |

## CITIZEN'S CHARTER 2024, 3RD EDITION



|                           |   |  |        |                                      |
|---------------------------|---|--|--------|--------------------------------------|
|                           | 16. Tests installed biogas digester unit                |  | 1 day  | Technical staff/<br>Technician, LRDD |
|                           | 17. Conducts repair and maintenance for defective units |  | 3 days | Technical staff/<br>Technician, LRDD |
| <b>END OF TRANSACTION</b> |   |  |        |                                      |



## 5. REGULAR TRAINING COURSES

- Basic Meat Processing (BMP);
- Meat Processing - Sausage Manufacture (MPSM);
- Pig Slaughtering and Pork Cutting (PSPC) and;
- Awareness Seminar on Slaughter Techniques for Pigs/Cattle (AwST)

Service information

|   |   |   |                        |                             |
|---|---|---|------------------------|-----------------------------|
| <b>Office or Division:</b>  | LRDD-ANIMAL PRODUCTS DEVELOPMENT SECTION  |   |                        |                             |
| <b>Classification:</b>  | Simple  |   |                        |                             |
| <b>Type of Transaction:</b>   | Government-to-Citizens (G2C); Government-to-Government (G2G); Government-to-Business G2B            |   |                        |                             |
| <b>Who may avail:</b>   | Butchers, Meat Vendors, Dealer and Plant Workers, Entrepreneurs and any interested individual/party |   |                        |                             |
| <b>CHECKLIST OF REQUIREMENTS</b>  |   | <b>WHERE TO SECURE</b>  |                        |                             |
| Health Certificates (1 copy)<br>Chest x-ray result (1 copy),<br><br>for MPSM mandatory attendance to BMP and for PSPC (certificate of employment with at least six months mandatory work experience in slaughtering and in any related field,<br><br>if no work experience, mandatory attendance to AwST), Waiver |   | Accredited medical facility<br>Accredited medical facility<br><br>Employer<br><br>APDS<br>Employer/Guardian |                        |                             |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTIONS</b>   | <b>FEES TO BE PAID</b>  | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>   |
| 1.1 Walk-in: Enters APDS gate, registers at guard's log book inquires re: meat processing demo request  | 1.1.1. Informs client of schedule and requirements for the training to be attended                  | BMP php<br>3,400.00<br><br>MPSM php<br>3,400.00   | 5 minutes              | Guard on duty, LRDD<br>APDS |

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|   |   |                      |                     |   |
|---|---|----------------------|---------------------|---|
| 1.2. Phone-in: Calls APDS, inquires about training and register | 1.2 Informs client of schedule and requirements for the training to be attended                     | PSPC php<br>3,600.00 | 5 minutes           | Admin Staff/ Training staff, LRDD APDS                        |
| 1.3. Email: Emails APDS re: training                            | 1.3. Reply to email and informs client of schedule and requirements for the training to be attended | AwST php<br>1,080.00 | 5 minutes           | Admin Staff/ Training staff, LRDD APDS                        |
| 2. Registers for the visit from the Training Unit               | 2. Records clients'   |                      | 15 minutes          | Admin Staff/ Training Staff, LRDD APDS                        |
| 4. Received schedule of visit                                   | 4. Finalizes schedule of plant visit with client thru phone or email                                |                      | 15 minutes          | Training Staff, LRDD APDS                                     |
| 5. Visit to APDC  | 5. Conducts plant visit, as requested   |                      | 4 hours to<br>1 day | Training and Admin Staff/<br>Concerned Unite(s),<br>LRDD APDS |
| 6. Pays fees and charges for PPE's                              | 6. Prepares billing statement for fees to be collected  |                      | 15 minutes          | Concerned Unit(s),<br>LRDD APDS                               |
|   | 7. Collects fees/charges  |                      | 15 minutes          | APDC Collecting<br>Officer, LRDD APDS                         |
| <b>END OF TRANSACTION</b>                                       |   |                      |                     |   |



## 6. MEAT PROCESSING DEMONSTRATION

Service information

|  |  |   |                        |                                       |
|--|--|---|------------------------|---------------------------------------|
| <b>Office or Division:</b>   | LRDD-ANIMAL PRODUCTS DEVELOPMENT SECTION   |   |                        |                                       |
| <b>Classification:</b>   | Simple   |   |                        |                                       |
| <b>Type of Transaction:</b>  | Government-to-Citizens (G2C); Government-to-Government (G2G); Government-to-Business G2B   |   |                        |                                       |
| <b>Who may avail:</b>  | Interested parties   |   |                        |                                       |
| <b>CHECKLIST OF REQUIREMENTS</b>   |  | <b>WHERE TO SECURE</b>  |                        |                                       |
| Demonstration table, potable water, stove, meat materials and ingredients                              |  | Interested parties  |                        |                                       |
| Request letter   |  | Interested parties  |                        |                                       |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTIONS</b>  | <b>FEES TO BE PAID</b>  | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>             |
| 1.1 Walk-in: Enters APDS gate, registers at guard's log book inquires re: meat processing demo request | 1.1.1 Assist client to APDS Admin office   | Budget prepared depends on the training needs of the requesting party | 5 minutes              | Guard on duty, LRDD APDS              |
|  | 1.1.2 Informs client of what assistance APDS can offer; and ask client to send a letter of request addressed to the BAI director |   | 5 minutes              | Admin Staff/Training staff, LRDD APDS |

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|  |  |  |            |   |
|--|--|--|------------|---|
| 1.2 Phone-in: Calls APDS, inquires re: meat processing demo request                            | 1.2.Informs client of what assistance APDS can offer; and ask client to send a letter of request addressed to the BAI director |  | 5 minutes  | Admin Staff/<br>Concerned Unit/<br>Staff, LRDD APDS |
| 1.3 E-mail: E-mails APDS re: meat processing demo request                                      | 1.31nforms client of what assistance APDS can offer; and ask client to send a letter of request addressed to the BAI director  |  | 5 minutes  | Admin Staff/<br>Concerned Unit/ staff,<br>LRDD APDS |
| 2. Submit letter of request addressed to the Director of BAI re: meat processing demonstration | 2. Endorses request letter to the BAI director   |  | 1 day      | Admin Staff/<br>Training Staff, LRDD<br>APDS        |
| 3.Waits for the approval of the request from the Director of BAI.                              | 3. Coordinates with concerned unit the request while waiting for the approval from BAI Director                                |  | 1 day      | Training Staff/<br>Concerned Unit,<br>LRDD APDS     |
|  | 4. Prepares proposal/budgetary requirements and conforme letter  |  | 1 hour     | Training Staff/<br>Concerned Unit,<br>LRDD APDS     |
| 4. Receives proposal/budgetary requirements from APDS for review/approval                      | 5.Waits for clients approval of the proposal/budgetary requirements  |  | 1 day      | Training Staff,<br>LRDD APDS                        |
| 5. Submit requirements   | 6. Checks requirements submitted by client   |  | 10 minutes | Training staff, LRDD<br>APDS                        |
| 6.Attends meat processing demonstration  | 6. Conducts meat processing demonstration as scheduled   |  | 1-2 days   | Concerned Unit(s),<br>LRDD APDS                     |
| <b>END OF TRANSACTION</b>  |  |  |            |   |



## 7. PLANT VISIT

Service information

|  |   |  |                        |                             |
|--|---|--|------------------------|-----------------------------|
| <b>Office or Division:</b>   | LRDD-ANIMAL PRODUCTS DEVELOPMENT SECTION  |  |                        |                             |
| <b>Classification:</b>   | Simple  |  |                        |                             |
| <b>Type of Transaction:</b>  | Government-to-Citizens (G2C); Government-to-Government (G2G); Government-to-Business G2B  |  |                        |                             |
| <b>Who may avail:</b>  | Interested party/students   |  |                        |                             |
| <b>CHECKLIST OF REQUIREMENTS</b>   |   | <b>WHERE TO SECURE</b>                                   |                        |                             |
| Health Certificate with Chest X-ray result (1 copy)<br>List of visitors (1 copy)                   |   | Accredited medical facility<br>Interested party/students |                        |                             |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTIONS</b>   | <b>FEES TO BE PAID</b>                                   | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>   |
| 1.1. Walk-in: Enters APDS gate, registers at guard's log book inquires re: request for plant visit | 1.1.1 .Assist client to APDS Admin office   | Applicable Fees:<br>PPE's@P50/day                        | 5 minutes              | Guard on duty,<br>LRDD APDS |
|  | 1.1.2. Informs client of what assistance APDS can offer; and ask client to send a letter of request addressed to the APDS Chief |  | 5 minutes              | Admin Staff,<br>LRDD APDS   |

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|  |   |  |            |   |
|--|---|--|------------|---|
| 1.2. Phone-in: Calls APDS, inquires on requested plant visit   | 1.2. Informs client of what assistance APDC can offer; and ask client to send a letter of request addressed to the APDS Chief   |  | 5 minutes  | Admin Staff/ Concerned Unit / Staff, LRDD APDS  |
| 1.3. E-mail: Emails APDS on requested plant visit  | 1.3. Informs client of what assistance APDC can offer; and ask client to send a letter of request addressed to the APDS Chief   |  | 5 minutes  | Admin Staff/ Concerned Unit/ Staff, LRDD APDS   |
| 2. Submits request letter addressed to the APDS Chief  | 2. Receives request letter addressed to APDS Chief  |  | 5 minutes  | Admin Staff, LRDD APDS                          |
| 3. Waits for the schedule of plant course to be attended (in person or through phone or email)   | 3. Arranges plant visit schedule names for the training and ask for the required documents needed to attend the training  |  | 1 day      | Training staff/ Concerned Unit/staff, LRDD APDS |
| 3. Submit requirements (Applicants must submit photocopy of the requirements to the training unit and bring the original copies for validation of the submitted photocopied documents on or before the scheduled training) | 3. Checks that required documents are complete and requires confirmation fee (50% of training fee) full payment will be done on the 1 <sup>st</sup> day of training/seminar |  | 10 minutes | Training staff, LRDD APDS                       |
| Waits for the confirmation of trainin schedule   | Confirms training schedule  |  | 5 minutes  | Training Staff/ LRDD APDS                       |

## CITIZEN'S CHARTER 2024, 3RD EDITION



|                                 |  |  |  |   |
|---------------------------------|--|--|--|---|
| Pays training fee               | Accepts payment of training fee and issue official receipt |  | 5 minutes                                      | Training Staff/ Collecting Officer, LRDD APDS   |
| Attends training                | Conducts training  |  | Depends on the actual duration of the training | Training Staff/ Resource Speakers from the concemed units (Slaughterhouse, Meat Processing, Quality Control, By Products Unit |
| Receives certificates from APDS | Distributes certificates on the last day of training       |  | 20 minutes (last day of training)              | Training Staff/APDS Chief, LRDD APDS  |
| <b>END OF TRANSACTION</b>       |  |  |  |   |



## 8. TAILOR MADE TRAINING

Service information

|  |  |   |                        |                                 |
|--|--|---|------------------------|---------------------------------|
| <b>Office or Division:</b>   | LRDD-ANIMAL PRODUCTS DEVELOPMENT SECTION   |   |                        |                                 |
| <b>Classification:</b>   | Complex  |   |                        |                                 |
| <b>Type of Transaction:</b>  | Government-to-Citizens (G2C); Government-to-Government (G2G); Government-to-Business G2B                                       |   |                        |                                 |
| <b>Who may avail:</b>  | Meat industry stakeholders   |   |                        |                                 |
| <b>CHECKLIST OF REQUIREMENTS</b>   |  | <b>WHERE TO SECURE</b>  |                        |                                 |
| Health certificates (1 copy)<br>Chest x-ray result (1 copy)<br>Waiver  |  | Accredited medical facility<br>Accredited medical facility<br>Employer/Guardian |                        |                                 |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTIONS</b>  | <b>FEES TO BE PAID</b>  | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>       |
| 1.1 .Walk-in: Enters APDS gate, registers at guard's log book inquires re: request for Tailor made trainings | 1.1.2.Assist client to APDS Admin office   | Budget is prepared depending on the training needs of the requesting party.     | 5 minutes              | Guard on duty, LRDD APDS        |
|  | 1.1.2. Informs client of what trainings APDS can offer; and ask client to send a letter of request addressed to the APDS Chief |   | 5 minutes              | Admin/Training staff, LRDD APDS |
| 1.2. Phone-in: Calls APDS, inquires on requested training  | 1.2.inform client of what trainings APDS can offer; and ask client to send a letter of request addressed to the APDS Chief     |   | 5 minutes              | Admin/Training Staff, LRDD APDS |

## CITIZEN'S CHARTER 2024, 3RD EDITION



|  |   |  |  |  |
|--|---|--|--|--|
| 1.3. E-mail: E-mails APDS on requested training              | 1.3 Informs client of what trainings APDS can offer; and ask client to send a letter of request addressed to the APDS Chief |  | 5 minutes                                    | Admin/Training Staff, LRDD APDS  |
| 2. Submit request letter addressed to the Chief of APDS      | 2. Receives request letter forwards letter to Training Unit   |  | 2 days                                       | APDS Chief/<br>Training Unit,<br>LRDD APDS   |
| 3. Waits for the confirmation and details from Training Unit | 3. Prepares training proposal   |  | 1-2 days                                     | Training Staff/<br>Concerned<br>Unit/staff, LRDD<br>APDS                             |
| 4. Receives proposal from APDS for review                    | 4.Sends proposal to client for review approval  |  | 3 days                                       | Training Staff/<br>Concerned Unit<br>/Staff, LRDD<br>APDS                            |
| 5.Receives final proposal for conforme                       | 5. Sends final proposal for signature / Conforme of client  |  | 15 minutes                                   | Training Staff,<br>LRDD APDS   |
| 6.Submit requirements, signs conforme                        | 6. Accepts and checks that requirements are complete  |  | 15 minutes                                   | Training Staff,<br>LRDD APDS   |
| 7.Waits for the training schedule                            | 7.Schedules the training and prepares training materials/ paraphernalia   |  | 3 days                                       | Training Staff/<br>Admin Unit /<br>Concerned<br>Technical Unit /<br>Staff, LRDD APDS |
| 8.Pays training fee  | 8.Prepare billing statement and collect fees  |  | 15 minutes                                   | Training Staff/<br>Collecting Officer,<br>LRDD APDS                                  |
| 9.Attends training   | 9.Conducts tailor made training   |  | 1-5 days,<br>depending on<br>training design | Training Staff/<br>Concerned Unit<br>Staff,<br>LRDD APDS                             |

# CITIZEN'S CHARTER 2024, 3RD EDITION



|                                     |   |  |        |                                   |
|-------------------------------------|---|--|--------|-----------------------------------|
| 10. Receives certificates from APDS | 10.Pre pares and distributes certificates to trainees |  | 1 hour | Training / Admin Staff, LRDD APDS |
| <b>END OF TRANSACTION</b>           |   |  |        |                                   |



## 9. ON-THE-JOB TRAINING AT SLAUGHTERHOUSE OR MEAT PROCESSING PLANT

Service information

|  |  |  |                        |  |
|--|--|--|------------------------|--|
| <b>Office or Division:</b>   | LRDD-ANIMAL PRODUCTS DEVELOPMENT SECTION   |  |                        |  |
| <b>Classification:</b>   | Simple   |  |                        |  |
| <b>Type of Transaction:</b>  | Government-to-Citizens (G2C); Government-to-Government (G2G); Government-to-Business G2B |  |                        |  |
| <b>Who may avail:</b>  | Meat Industry stakeholders   |  |                        |  |
| <b>CHECKLIST OF REQUIREMENTS</b>   |  | <b>WHERE TO SECURE</b>                               |                        |  |
| Health Certificate with Chest X-ray result (1 copy)<br>Attendance to APDS Slaughtering/Meat Processing Training (1 copy)<br>Waiver signed by Guardian (1 copy) |  | Accredited medical facility<br>LRDD-APDS<br>Guardian |                        |  |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTIONS</b>  | <b>FEES TO BE PAID</b>                               | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>                      |
| 1. Submit request letter addressed to the Chief of APDS  | 1. Accepts letter of intent to undergo OJT   | P1,500.00 (240H);<br>P3,000.00 (480H)                | 10 minutes             | Training Staff / Chief, LRDD APDS              |
| 2. Waits for the approval of the request   | 2. Schedules the possible date of start of OJT   |  | 30 minutes             | Training Staff, LRDD APDS                      |
| 3. Submit requirements   | 3. Checks requirements, if in order  |  | 5 minutes              | Training Staff, LRDD APDS                      |
| 4. Waits for the OJT schedule  | 4. Schedules actual start of OJT and informs applicant                                   |  | 5 minutes              | Training Staff, LRDD APDS                      |
| 5. Pays fees/charges for PPE's   | 5. Collecting officer accepts payment  |  | 5 minutes              | Training Staff / Collecting Officer, LRDD APDS |

## CITIZEN'S CHARTER 2024, 3RD EDITION



|                           |  |  |                   |  |
|---------------------------|--|--|-------------------|--|
| 6.Undergoes OJT           | 6.Supervises OJT of client                 |  | 240 and 320 hours | Training staff and concerned technical staff/unit, LRDD APDS |
| 7. Receives certificate   | 7. Prepares and give certificate to client |  | 1 day             | Training Staff / Chief, LRDD APDS                            |
| <b>END OF TRANSACTION</b> |  |  |                   |  |



## 10. ACCEPTANCE OF PRACTICUM STUDENTS IN MEAT PROCESSING

### Service Information

|  |   |   |  |   |
|--|---|---|--|---|
| <b>Office or Division:</b>   | LRDD-ANIMAL PRODUCTS DEVELOPMENT SECTION  |   |  |   |
| <b>Classification:</b>   | Simple  |   |  |   |
| <b>Type of Transaction:</b>  | Government-to-Citizens (G2C)  |   |  |   |
| <b>Who may avail:</b>  | Student from College/University   |   |  |   |
| <b>CHECKLIST OF REQUIREMENTS</b>   |   | <b>WHERE TO SECURE</b>  |  |   |
| Request letter from School/University (1 copy)<br>Resume (1 copy)<br>Health Certificate with Chest X-ray result (1 copy)<br>Copy of grades (1 copy)<br>Waiver signed by the parent/guardian (1 copy) |   | School/University<br>Student<br>Accredited medical facility<br>School/University<br>Parent/Guardian |  |   |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTIONS</b>   | <b>FEES TO BE PAID</b>  | <b>PROCESSING TIME</b>                               | <b>PERSON RESPONSIBLE</b>   |
| 1. Submit letter of request addressed to the Director of BAI personally or by email cc APDS  | 1. Receive letter Of request and inform applicant of requirements to be submitted | NONE  | 1 day  | Training/ Admin Staff, LRDD APDS  |
| 2. Submits requirements and waits for the approval of the request  | 2. Process approved application and check requirements                            |   | 1 day  | Training/ Admin Staff, LRDD APDS  |
| 3. Waits for the practicum schedule  | 3. Prepares practicum schedule and inform applicant of schedule of practicum      |   | 1 day  | Training Staff, LRDD APDS   |
| 4. Undergoes practicum at APDS   | 4. Supervises practicum activities at APDS  |   | Depends on request of client (between 240-600 hours) | Training staff, Technical staff of Meat Processing and Quality Control Units, LRDD APDS |

## CITIZEN'S CHARTER 2024, 3RD EDITION



|                                  |  |  |       |   |
|----------------------------------|--|--|-------|---|
| 5. Receives certification/grades | 5. Prepares evaluation, certificate of completion and copy of grades of practicum student. |  | 1 day | Training / Admin / Quality Control and Meat Processing Units, LRDD APDS |
| <b>END OF TRANSACTION</b>        |  |  |       |   |



## 11. TECHNICAL ADVISORY SERVICES

Service information

|   |  |                               |                        |  |
|---|--|-------------------------------|------------------------|--|
| <b>Office or Division:</b>  | LRDD-ANIMAL PRODUCTS DEVELOPMENT SECTION   |                               |                        |  |
| <b>Classification:</b>  | Simple   |                               |                        |  |
| <b>Type of Transaction:</b>   | Government-to-Citizens (G2C); Government-to-Government (G2G); Government-to-Business (G2B)                                       |                               |                        |  |
| <b>Who may avail:</b>   | Meat industry stakeholders   |                               |                        |  |
| <b>CHECKLIST OF REQUIREMENTS</b>  |  | <b>WHERE TO SECURE</b>        |                        |  |
| Request letter stating specific assistance needed                                 |  | Client requesting the service |                        |  |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTIONS</b>  | <b>FEES TO BE PAID</b>        | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>                    |
| 1.1 Walk-in: Enters APDS gate, registers at guard's log book inquires re: request | 1.1.1 Assist client to APDS Admin office   | None                          | 5 minutes              | Guard on duty, LRDD APDS                     |
|   | 1.1.2 Informs client of what assistance APDS can offer; and ask client to send a letter of request addressed to the BAI director |                               | 5 minutes              | Admin Staff, LRDD APDS                       |
| 1.2. Phone-in: Calls APDS, inquires for about technical assistance needed         | 1.2.1 inform client of what assistance APDS can offer; and ask client to send a letter of request addressed to the BAI director  |                               | 5 minutes              | Admin Staff/Concerned Unit /Staff, LRDD APDS |

## CITIZEN'S CHARTER 2024, 3RD EDITION



|  |  |  |  |  |
|--|--|--|--|--|
| 1.3. Email: Emails APDS re: technical assistance needed          | 1.3.1 Informs client of what assistance APDS can offer; and ask client to send a letter of request addressed to the BAI director |  | 5 minutes  | Admin Staff/Concerned Unit/ staff, LRDD APDS         |
| 2.Writes a letter of request addressed to the BAI director       | 2. Receives letter and endorse letter to BAI director for approval   |  | 1 day  | Admin Staff/Technical Staff, LRDD APDS               |
| 3.Waits for the approval of the request from the Director of BAI | 3. Schedules technical assistance while waiting for Director's approval  |  | 1 day  | Training Staff/ Technical Staff Concerned, LRDD APDS |
| 4.waits for schedule of technical assistance                     | 4. Request is scheduled/ conducted   |  | 2 hours to 1 day (depends on assistance requested) | Training Staff/ Technical Staff Concerned, LRDD APDS |
| <b>END OF TRANSACTION</b>  |  |  |  |  |



# **Farm Operations Group (FOG)**

## **External Services - Production Support**



## 1. BULL SEMEN DISTRIBUTION

|  |   |   |
|--|---|---|
| <b>Division / Section</b>                  | : | Farm Operations Group - National Beef Cattle Research and Development Center (NBCRDC), Bukidnon   |
| <b>Frontline Service</b>                   | : | Bull Semen Distribution - Unified National Artificial Insemination Program (UNAIP); Genetic Improvement Program (GIP)   |
| <b>Transaction Classification</b>          | : | Simple Transaction  |
| <b>Clients</b>                             | : | AI Program implementers and other stakeholders from LGUs, DA-RFOs, NLAs (NDA, PCC), SUCs, Private Farms   |
| <b>Requirements</b>                        | : | 1. Liquid Nitrogen (LN2)-filled Transport / Storage Tank<br>2. Copy of AI Accomplishment Report / Semen Utilization Report from previous withdrawal submitted to and signed by the Provincial / Regional AI Coordinator |
| <b>Schedule of Availability of Service</b> | : | Mondays to Fridays<br>8:00am – 12:00pm / 1:00pm – 4:00pm  |
| <b>Applicable Fees</b>                     | : | None  |
| <b>Maximum Duration of the Process</b>     | : | 1 Hour  |

| Client Steps  | Agency Action                         | Office/Person Responsible        | Location of Office                  | Processing Time |
|---|---------------------------------------|----------------------------------|-------------------------------------|-----------------|
| Proceed to NABC AI Laboratory   | Identify requisitioning person/office | Mr. Jair D. Rozal, Lab-In-Charge | AI Laboratory client receiving area | 2 minutes       |
| Request for semen and submit copy of AI Accomplishment / Semen Utilization Report | Check and validate records and file   | Mr. Jair D. Rozal, Lab-In-Charge | AI Laboratory client receiving area | 5 minutes       |

## CITIZEN'S CHARTER 2024, 3RD EDITION



|   |  |  |                                     |  |
|---|--|--|-------------------------------------|--|
| Present LN2-filled transport/storage tank   | Check LN2 tank, canisters and goblets        | Mr. Jair D. Rozal, Lab-In-Charge and staff | AI Laboratory client receiving area | 5 minutes  |
| Fill-up Semen Withdrawal Slip               | Provide and receive Semen Withdrawal Slip    | Mr. Jair D. Rozal, Lab-In-Charge and staff | AI Laboratory client receiving area | 2 minutes  |
| Wait at client receiving area               | Transfer of semen, storage to transport tank | Mr. Jair D. Rozal, Lab-In-Charge and staff | AI Laboratory Semen Storage Room    | 20-60 minutes, depending on number of semen doses requested and provided |
| Receive semen-filled tank                   | Return semen-filled tank                     | Laboratory staff                           | AI Laboratory client receiving area | 2 minutes  |
| Fill-up Client Satisfaction Form and return | Provide and receive Client Satisfaction Form | Laboratory staff                           | AI Laboratory client receiving area | 5 minutes  |
| <b>END OF TRANSACTION</b>                   |  |  |                                     |  |



## 2. PASTURE SEEDS/ SEEDLING DISTRIBUTION

|  |   |  |
|--|---|--|
| <b>Division / Section</b>                  | : | Farm Operations Group<br>NBCRDC Nueva Ecija, NBCRDC Palawan, NBCRDC Bukidnon, NFRRDC Masbate, NSRRDC Zamboanga del Sur |
| <b>Frontline Service</b>                   | : | Pasture Seeds/ Seedling Distribution   |
| <b>Transaction Classification</b>          | : | Simple Transaction   |
| <b>Clients</b>                             | : | Stakeholders from LGUs, DA-RFOs, NLAs (NDA, PCC), SUCs, Private Farms  |
| <b>Requirements</b>                        | : | Letter Request/ Letter of Intent   |
| <b>Schedule of Availability of Service</b> | : | Mondays to Fridays<br>8:00am – 12:00pm / 1:00pm – 4:00pm   |
| <b>Applicable Fees</b>                     | : | None (maximum 1 kg seeds/ 20 pcs seedlings per individual recipient; maximum 25 kg per institution)                    |
| <b>Maximum Duration of the Process</b>     | : | 15-30 minutes  |

| Client Steps                           | Agency Action  | Office/Person Responsible | Location of Office                             | Processing Time |
|--|--|---------------------------|--|-----------------|
| Proceed to Office of the Director (OD) | Identify requisitioning person / office<br><br>Endorse client to FOG | OD Staff                  | OD, BAI Compound                               | 3-5 minutes     |
| Proceed to FOG-NABC-CSDU               | Check pasture seed/ seedlings availability                           | FOG Staff                 | NABC Bldg., BAI Compound client receiving area | 3-5 minutes     |

## CITIZEN'S CHARTER 2024, 3RD EDITION



|  |  |           |  |              |
|--|--|-----------|--|--------------|
| Fill-up Client Assistance Form (Walk-in) and Wait at client receiving area | <p>If seed/ seedlings available, prepare Property Acknowledgement Receipt (PAR) and seed/ seedlings for client</p> <p>If seeds not available, client will be notified when seed/ seedlings are already available</p> | FOG Staff | NABC Bldg., BAI Compound client receiving area | 5-10 minutes |
| Sign PAR   | Provide seed/ seedlings and receive PAR  | FOG Staff | NABC Bldg., BAI Compound client receiving area | 2-5 minutes  |
| Fill-up Client Satisfaction Form and return                                | Provide and receive Client Satisfaction Form   | FOG staff | NABC Bldg., BAI Compound client receiving area | 2-5 minutes  |
| <b>END OF TRANSACTION</b>  |  |           |  |              |



### 3. LIQUID NITROGEN (LN2) DISTRIBUTION

|  |   |   |
|--|---|---|
| <b>Division / Section</b>                  | : | Farm Operations Group<br>National Beef Cattle Research and Development Center (NBCRDC), Bukidnon                                    |
| <b>Frontline Service</b>                   | : | Liquid Nitrogen (LN2) Distribution<br>Unified National Artificial Insemination Program (UNAIP)<br>Genetic Improvement Program (GIP) |
| <b>Transaction Classification</b>          | : | Simple Transaction  |
| <b>Clients</b>                             | : | AI Program implementers and other stakeholders from LGUs, DA-RFOs, NLAs (NDA, PCC), SUCs, Private Farms                             |
| <b>Requirements</b>                        | : | Reservation - depending on availability, on a first come, first served basis  |
| <b>Schedule of Availability of Service</b> | : | Mondays to Fridays<br>8:00am – 12:00pm / 1:00pm – 4:00pm  |
| <b>Applicable Fees</b>                     | : | 80.00 pesos per liter   |
| <b>Maximum Duration of the Process</b>     | : | 50 Minutes  |

| Client Steps   | Agency Action   | Office/Person Responsible   | Location of Office | Processing Time |
|--|---|---|--------------------|-----------------|
| Phone call to AI Laboratory In-Charge for availability and reservation | Identify requisitioning person /office; Check availability and line-up reservation as to number of liters and schedule date for pick-up | Mr. Jair D. Rozal, Lab-In-Charge<br>Mr. Guillermo C. Basada, Jr., LN2 Generating Machine Operator | AI Laboratory      |                 |

## CITIZEN'S CHARTER 2024, 3RD EDITION



|  |  |   |                                     |                              |
|--|--|---|-------------------------------------|------------------------------|
| Phone call to AI Laboratory In-Charge for confirmation of scheduled date | Note / confirm pick-up date and time                       | Mr. Jair D. Rozal, Lab-In-Charge and staff  | AI Laboratory                       | Day(s) before scheduled date |
| Bring LN2 refill tank  | Examine tank condition and remaining LN2 level             | Mr. Jair D. Rozal, Lab-In-Charge, Mr. Guillermo C. Basada, Jr., LN2 Generating Machine Operator | AI Laboratory client receiving area | 10 minutes                   |
| Wait at client receiving area  | Tare, fill and weigh tank and number of liters refilled    | Mr. Jair D. Rozal, Lab-In-Charge, Mr. Guillermo C. Basada, Jr., LN2 Generating Machine Operator | LN2 Plant Refilling area            | 25 minutes                   |
| Receive filled-up tank   | Record number of liters refilled and return filled-up tank | Laboratory staff  | AI Laboratory client receiving area | 5 minutes                    |
| Pay for the corresponding amount   | Issue Official Receipt                                     | Mr. Jair D. Rozal, Collecting Officer   | AI Laboratory client receiving area | 5 minutes                    |
| Fill-up Client Satisfaction Form and return                              | Provide and receive Client Satisfaction Form               | Laboratory staff  | AI Laboratory client receiving area | 5 minutes                    |
| <b>END OF TRANSACTION</b>  |  |   |                                     |                              |



**4. TECHNOLOGY GENERATION THROUGH RESEARCH AND DEVELOPMENT FOR SWINE AND POULTRY PROVIDE QUALITY BREEDER ANIMALS AND OTHER PRODUCTS (EGGS)**

|  |   |
|--|---|
| <b>Division / Section</b>                  | : Farm Operations Group<br>National Swine and Poultry Research and Development Center (NSPRDC), Tiaong, Quezon                              |
| <b>Frontline Service</b>                   | : Technology Generation through Research and Development for Swine and Poultry<br>Provide quality breeder animals and other products (eggs) |
| <b>Transaction Classification</b>          | : Complex   |
| <b>Clients</b>                             | : Swine and Poultry stakeholders, animal raisers, SUC's, students, entrepreneurs, other government agencies, R&D funding agencies           |
| <b>Requirements</b>                        | : MOA's, R&D proposals, letter of request or intent, interest   |
| <b>Schedule of Availability of Service</b> | : Monday to Friday<br>8:00am – 5:00pm   |
| <b>Applicable Fees</b>                     | : Price of animal products eg. Breeder, culled animals, eggs, semen   |
| <b>Maximum Duration of the Process</b>     | :   |

| Client Steps | Agency Action | Office/Person Responsible | Location of Office | Processing Time |
|--------------|---------------|---------------------------|--------------------|-----------------|
|--------------|---------------|---------------------------|--------------------|-----------------|

## CITIZEN'S CHARTER 2024, 3RD EDITION



|                        |   |   |   |          |
|------------------------|---|---|---|----------|
| Walk-in clients:       | Receive by guards and log-in to the record book;  | Guard on duty   | Guard House                                     | 5 mins.  |
|                        | Accompany to the admin office<br><br>Provide technical assistance;<br>Look for the availability of products;<br>(Breeder stock, culled animals, eggs) | Technical staff:<br>Swine- Mr. Rico Panaligan<br>Poultry- Mr. Mat San Agustin<br>Egg- Mr. Camillo Ray   | Administrative Office                           | 15 mins. |
| Wait at receiving area | Find and get the products   | Technical staff:<br>Swine- Mr. Rico Panaligan<br>Poultry- Mr. Mat San Agustin<br>Egg- Mr. Camillo Ray<br><br>Animal Caretaker:<br>Swine- Mario Tonatos, Lito Bautista<br>Poultry- Artemio Ramos, Christopher Manlapas, Ramil Balotro<br>Egg- Randell Torres | Farm:<br>Swine Unit<br>Poultry unit<br>Egg Room | 30 mins  |

## CITIZEN'S CHARTER 2024, 3RD EDITION



|   |  |   |                                     |            |
|---|--|---|-------------------------------------|------------|
|   | Make sales invoice receipt   | Technical staff:<br><br>Swine- Mr. Rico Panaligan<br>Poultry- Mr. Mat San Agustin<br>Egg- Mr. Camillo Ray | Administrative Office               | 10 minutes |
| Pay for the corresponding amount            | Issue Official Receipt   | Collecting Officer:<br>Mr. Pablo Bukid  | AI Laboratory client receiving area | 5 minutes  |
| Approved R&D Proposals With MOA             | Identification of technical staff, Readiness of facilities and animal stocks | Center Chief- Dr. Rene C. Santiago  | Administrative Office               | 1 month    |
| Fill-up Client Satisfaction Form and return | Provide and receive Client Satisfaction Form                                 | Laboratory staff  | AI Laboratory client receiving area | 5 minutes  |
| <b>END OF TRANSACTION</b>                   |  |   |                                     |            |



# ADMINISTRATIVE SERVICES



# Accounting Section



## 1. PROCESSING OF DISBURSEMENT VOUCHER (DV)

|   |   |                        |   |                              |
|---|---|------------------------|---|------------------------------|
| <b>Office or Division:</b>  | Accounting Section  |                        |   |                              |
| <b>Classification:</b>  | Simple Transaction  |                        |   |                              |
| <b>Type of Transaction:</b>   | Government-to-Citizens (G2C),<br>Government-to-Government (G2G)<br>Government-to-Business (G2B) |                        |   |                              |
| <b>Who may avail:</b>   | Internal Client and External Client   |                        |   |                              |
| <b>CHECKLIST OF REQUIREMENTS</b>  |   |                        | <b>WHERE TO SECURE</b>                                |                              |
| Payment for DV-Suppliers/Company, Reimbursement<br>DV, ORS, Sales Invoice, Delivery Receipt, Inspection and Acceptance Report<br>Payment for DV-Cash Advances<br>DV, Sales Invoice, Delivery Receipt, Inspection and Acceptance Report, Liquidation Report<br>Payment for DV-TEVs<br>DV, OBRs, Travel Order, Travel Report, Itinerary Travel, Tickets, Certificate of Appearance. |   |                        | A Copy of DV for Accounting File for future reference |                              |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTIONS</b>   | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b>                                | <b>PERSON RESPONSIBLE</b>    |
| 1. Forwards Disbursement Voucher (DV) to Accounting Section   | 1.1. Received DV with required documents  | None                   | 30 seconds  | Accounting Clerk (Job Order) |
|   | 1.2 Index/record incoming documents as permanent records  | None                   | 3 minutes   | Accounting Clerk (Job Order) |
|   | 1.3 Journalizing  | None                   | 5 minutes   | Accounting Clerk (Job Order) |

## CITIZEN'S CHARTER 2024, 3RD EDITION



|               |  |      |                                  |   |
|---------------|--|------|----------------------------------|---|
|               | 1.4 Scrutinizing   | None | 10 minutes                       | Accountant II/<br>Accountant I/<br>Bookkeeper |
|               | 1.5 Check and Sign the DV before approval of the Director/Asst. Director | None | 5 minutes                        | Chief Accountant                              |
|               | 1.6 Forward DV to the Office of the Asst. Director                       | None | 2 minutes                        | Accounting Clerk<br>(Job Order)               |
| <b>TOTAL:</b> |  |      | <b>25 minutes and 30 seconds</b> |   |



## 2. PROCESSING OF PURCHASE ORDER (PO), CONTRACT OF SERVICE (COS) AND MEMORANDUM OF AGREEMENT (MOA)

|   |  |                        |                                 |  |
|---|--|------------------------|---------------------------------|--|
| <b>Office or Division:</b>                                | Accounting Section   |                        |                                 |  |
| <b>Classification:</b>                                    | Simple Transaction   |                        |                                 |  |
| <b>Type of Transaction:</b>                               | Government-to-Government (G2G)   |                        |                                 |  |
| <b>Who may avail:</b>                                     | Internal Clients   |                        |                                 |  |
| <b>CHECKLIST OF REQUIREMENTS</b>                          |  | <b>WHERE TO SECURE</b> |                                 |  |
| PO, COS, MOA  |  |                        |                                 |  |
| <b>CLIENT STEPS</b>                                       | <b>AGENCY ACTIONS</b>  | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b>          | <b>PERSON RESPONSIBLE</b>                                      |
| 1. Forwards Disbursement PO/COS/MOA to Accounting Section | 1.1 Received and log PO/COS/MOA with required documents to Document Control Book (DCB) | None                   | 30 seconds                      | Internal Client – (Budget staff), Accounting Clerk (Job Order) |
|   | 1.2 Certifies funds available at the lower part of PO/COS/MOA                          | None                   | 2 minutes                       | Chief Accountant   |
|   | 1.3 Check and forward papers to the Office of the Director/Asst. Director              | None                   | 2 minutes                       | Accounting Clerk (Job Order)                                   |
| <b>TOTAL</b>  |  |                        | <b>4 minutes and 30 seconds</b> |  |



### 3. PROCESSING OF DISBURSEMENT VOUCHERS (DV)- PAYROLL-SALARIES

|   |   |                        |  |  |
|---|---|------------------------|--|--|
| <b>Office or Division:</b>  | Accounting Section  |                        |  |  |
| <b>Classification:</b>  | Simple Transaction  |                        |  |  |
| <b>Type of Transaction:</b>   | Government-to-Government (G2G)  |                        |  |  |
| <b>Who may avail:</b>   | Internal Clients  |                        |  |  |
| <b>CHECKLIST OF REQUIREMENTS</b>                                    |   |                        | <b>WHERE TO SECURE</b>   |  |
| DV, Payroll   |   |                        | A Copy of DV-Payroll for Accounting File for future reference. |  |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTIONS</b>   | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b>   | <b>PERSON RESPONSIBLE</b>                      |
| 1. Forwards Disbursement Voucher (DV)-Payroll to Accounting Section | 1.1 Received DV-Payroll (Salaries)                                      | None                   | 30 seconds   | Accounting Clerk (Job Order)                   |
|   | 1.2 Scrutinizing  | None                   | 5 minutes  | Accounting Clerk (Job Order)                   |
|   | 1.3 Journalizing  | None                   | 5 minutes  | Accountant II/<br>Accounting Clerk (Job Order) |
|   | 1.4 Check and Sign the DV-Payroll before approval of the Director/Asst. | None                   | 5 minutes  | Chief Accountant                               |
|   | 1.5 Forward DV to the Office of the Asst. Director                      | None                   | 5 minutes  | Accounting Clerk (Job Order)                   |
| <b>TOTAL:</b>   |   |                        | <b>20 minutes and 30 seconds</b>                               |  |



#### 4. PROCESSING OF TAXATION/REMITTANCES

| <b>Office or Division:</b>               | Accounting Section   |                 |                                  |  |
|--|--|-----------------|----------------------------------|--|
| <b>Classification:</b>                   | Simple Transaction   |                 |                                  |  |
| <b>Type of Transaction:</b>              | Government-to-Government (G2G)   |                 |                                  |  |
| <b>Who may avail:</b>                    | Internal Clients   |                 |                                  |  |
| CHECKLIST OF REQUIREMENTS                |  | WHERE TO SECURE |                                  |  |
|  |  |                 |                                  |  |
| CLIENT STEPS                             | AGENCY ACTIONS   | FEES TO BE PAID | PROCESSING TIME                  | PERSON RESPONSIBLE                       |
| 1. Forwards papers to Accounting Section | 1.1 Received papers from OD staff with signature of the Director /Assistant Director and log to Documents Control Book (DCB) | None            | 30 seconds                       | Accounting Clerk (Job Order)             |
|  | 1.2 Recording Check/ADA  | None            | 3 minutes                        | Accounting Clerk (Job Order)             |
|  | 1.3 Providing Tax Certificate for Clients, Tax Remittances and monthly deduction and remittances                             | None            | 5 minutes                        | Bookkeeper/ Accounting Clerk (Job Order) |
|  | 1.4 Approval and signature   | None            | 3 minutes                        | Chief Accountant                         |
| <b>TOTAL</b>                             |  |                 | <b>11 minutes and 30 seconds</b> |  |



**5. PROCESSING OF ORDER OF PAYMENT**

|   |  |                        |                        |   |
|---|--|------------------------|------------------------|---|
| <b>Office or Division:</b>  | Accounting Section                     |                        |                        |   |
| <b>Classification:</b>  | Simple Transaction                     |                        |                        |   |
| <b>Type of Transaction:</b>   | Government-to-Government (G2G)         |                        |                        |   |
| <b>Who may avail:</b>   | Internal Clients                       |                        |                        |   |
| <b>CHECKLIST OF REQUIREMENTS</b>  |  |                        | <b>WHERE TO SECURE</b> |   |
|   |  |                        |                        |   |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTIONS</b>                  | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>                     |
| 1. Forward documents to Accounting Section for Order of Payment               | 1.1 Issue Order of Payment for Clients | None                   | 1 minute               | External Client, Accounting Clerk (Job Order) |
| 2. Proceed to Cashier for payment and issuance of Official Receipt thereafter |  | None                   |                        | External Client                               |
| <b>TOTAL:</b>   |  |                        | <b>1 minute</b>        |   |



# Property Unit



## 1. RECORDING OF RECEIPT, INSPECTION AND ACCEPTANCE OF GOODS AND PROPERTY, PLANT AND EQUIPMENT (PPE)

| <b>Office or Division:</b>  | Admin Property Unit   |                 |                 |                    |
|-----------------------------|---|-----------------|-----------------|--------------------|
| <b>Classification:</b>      | Simple Transaction  |                 |                 |                    |
| <b>Type of Transaction:</b> | Government-to-Government (G2G)  |                 |                 |                    |
| <b>Who may avail:</b>       | External Clients  |                 |                 |                    |
| CHECKLIST OF REQUIREMENTS   |   | WHERE TO SECURE |                 |                    |
| CLIENT STEPS                | AGENCY ACTIONS  | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Delivery good            | 1.1 Signs "Received" portion of the original and 2 <sup>nd</sup> copy of DR Files the original and returns 2 <sup>nd</sup> copy of the DR to the Supplier   | None            | 10 minutes      | Designated Staff   |
|                             | 1.2 Prepares Inspection and Acceptance Report (IAR) in three (3) copies<br><br>Forwards IAR, original DR and 2 <sup>nd</sup> copy of approved PO to the Property Inspector for inspection of the deliveries                                   | None            | 10 minutes      | Designated Staff   |
|                             | 1.3 Inspects and verifies PPE as to quantity and conformity to specifications based on the DR and approved PO If in order, signs and indicates date of inspection on "Inspection" portion of the IAR; Retains 3 <sup>rd</sup> copy of IAR and | None            |                 |                    |

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|  |  |      |            |                           |
|--|--|------|------------|---------------------------|
|  | forwards the PPE, copies of IAR (12), original DR and 2 <sup>nd</sup> copy of PO to the Property Unit for acceptance.  |      |            |                           |
|  | 1.4 If delivery is not in order or delivery is incomplete, indicates notation on the IAR that the deliveries are not in conformity with specifications agreed under the approved PO or deliveries are not complete.  | None |            |                           |
|  | 1.5 Receives the item/s from the Property Inspector; and assigns property number on the PPE received and indicate the same on the IAR  | None | 15 minutes | Property Clerk            |
|  | 1.6 Signs on the 'Acceptance' column if the IAR, acknowledging receipt of the items delivered.<br>Check the appropriate box whether complete or partial (indicate quantity received) delivery, and indicate the date of receipt and remarks, if any.<br><br>Forwards the IAR to the Accounting Section<br>If specifications are not in order or delivery is not complete, contact the supplier for appropriate action. | None | 15 minutes | Property Designated Staff |
|  | 1.7 Accounting Section   |      |            |                           |
|  | 1.8 Prepares DV indicating the Supplier as Payee.  | None | 20 minutes | Property Staff            |

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|              |  |                  |            |                  |
|--------------|--|------------------|------------|------------------|
|              | <p>Attaches the original IAR, DR, PO and PR and other related supporting documents (SDs).</p> <p>Forwards the documents to the Accounting Section for processing of DV. Retains copy 2 of the IAR and copy of PO to the Property Card Keeper for recording in the Property Card.</p> |                  |            |                  |
|              | 1.8 Records promptly the receipt / acquisition of PPE in the Property Card maintained for each item of PPE.  | None             | 15 minutes | Designated Staff |
| <b>TOTAL</b> |  | <b>1:25 hour</b> |            |                  |



# Personnel Section



**1. ISSUANCE OF CERTIFICATION**

|  |   |                        |                        |                           |
|--|---|------------------------|------------------------|---------------------------|
| <b>Office or Division:</b>   | Human Resource Section  |                        |                        |                           |
| <b>Classification:</b>   | Simple Transaction  |                        |                        |                           |
| <b>Type of Transaction:</b>  | Government-to-Government (G2G)  |                        |                        |                           |
| <b>Who may avail:</b>  | Internal Clients  |                        |                        |                           |
| <b>CHECKLIST OF REQUIREMENTS</b>   |   | <b>WHERE TO SECURE</b> |                        |                           |
| Accomplished GF BAI-88, Request for Issuance of Certifications (RIC)<br>*HR Form No. 01        |   | Human Resource Section |                        |                           |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTIONS</b>   | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b> |
| 1. Fill-out and Submits GF BAI-88, Request for Issuance of Certifications (RIC) HR Form No. 01 | 1.1 Receives GF BAI-88 Request for Issuance of Certifications (RIC) from the requesting employee and determines what kind of certification to be processed/ prepared; | None                   | 1-2 minutes            | Receiving Clerk           |
|  | 1.2 Encode and prints the requested certification;  | None                   | 8-10 minutes           | HR Staff                  |
|  | 1.3 Review and signs certification prepared;  | None                   | 1-3 minutes            | Head, Personnel Section   |
|  | 1.4 Record and released certification signed;   | None                   | 1-2 minutes            | Releasing Clerk           |
| <b>TOTAL</b>   |   |                        | <b>17 minutes</b>      |                           |



## 2. ISSUANCE OF SERVICE RECORD

|   |  |                        |                        |                           |
|---|--|------------------------|------------------------|---------------------------|
| <b>Office or Division:</b>  | Human Resource Section   |                        |                        |                           |
| <b>Classification:</b>  | Simple Transaction   |                        |                        |                           |
| <b>Type of Transaction:</b>   | Government-to-Government (G2G)   |                        |                        |                           |
| <b>Who may avail:</b>   | Internal and External Clients  |                        |                        |                           |
| <b>CHECKLIST OF REQUIREMENTS</b>  |  |                        | <b>WHERE TO SECURE</b> |                           |
| Accomplished GF BAI-159, Request for Issuance of Service Record (RISR)<br>* HR Form No. 2           |  |                        | Human Resource Section |                           |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTIONS</b>  | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b> |
| 1. Fill up and Submits GF BAI-159, Request for Issuance of Service Record (RISR)<br>* HR Form No. 2 | 1.1 Receives GF BAI159, Request for Issuance of Service Record (RISR) from the requesting employees and validates the purpose for the request; | None                   | 1-2 minutes            | Receiving Clerk           |
|   | 1.2 Encode and prints the requested Service Record   | None                   | 8-10 minutes           | HR Staff                  |
|   | 1.3 Review and signs Service Record prepared;  | None                   | 1-3 minutes            | Head, Personnel Section   |
|   | 1.4 Record and releases Service Record signed;   | None                   | 1-2 minutes            | Releasing Clerk           |
| <b>TOTAL:</b>   |  |                        | <b>17 minutes</b>      |                           |



### 3. PROCESSING OF TRAVEL ORDER REQUEST

|  |   |                        |                        |                           |
|--|---|------------------------|------------------------|---------------------------|
| <b>Office or Division:</b>   | Human Resource Section  |                        |                        |                           |
| <b>Classification:</b>   | Simple Transaction  |                        |                        |                           |
| <b>Type of Transaction:</b>  | Government-to-Government (G2G)  |                        |                        |                           |
| <b>Who may avail:</b>  | Internal Clients  |                        |                        |                           |
| <b>CHECKLIST OF REQUIREMENTS</b>   |   |                        | <b>WHERE TO SECURE</b> |                           |
| Accomplished GF BAI-114, Travel Order (TO) Request Form, in duplicate and provide the necessary information relative to the travel order requested • Approved Memo or Invitation; and<br>• Previous Travel Report, if any. |   |                        | Human Resource Section |                           |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTIONS</b>   | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b> |
| 1. Fill-out and Submits GF BAI-114, Travel Order (TO) Request Form, in duplicate and provide the necessary information relative to the travel order requested  | 1.1 Receive and reviews submitted GF BAI-114 Travel Order (TO) request. Check signature of Recommending Approval and review if supporting document(s) is/are attached such as but not limited to approve Memo and previous Travel Report if any | None                   | 1-2 minutes            | Receiving Clerk           |
|  | 1.2 If complete, stamp and assigns control number of the Travel Order (TO) request; if not complete, return to the concerned employees, for completion of supporting documents;   | None                   | 1-2 minutes            | Receiving Clerk           |

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|              |   |      |             |                              |
|--------------|---|------|-------------|------------------------------|
|              | 1.3 Record and encodes Travel Order (TO) control number at the logbook and in the computer, respectively, for control monitoring and record purposes; | None | 3-5 minutes | Receiving Clerk              |
|              | 1.4 Affixes initial of the Travel Order (TO) request;   | None | 1-3 minutes | Head, Personnel Section      |
|              | 1.5 Record and endorses Travel Order (TO) request to the Office of the Director or Head of the Agency for approval/disapproval                        | None | 3-5 minutes | Releasing Clerk              |
|              | 1.6 Approves/Disapproves Travel Order (TO) Request  | None | 3-5 minutes | Head of the Agency           |
|              | 1.7 Releases Approved TO request  | None | 3-5 minutes | Office of the Director Staff |
| <b>TOTAL</b> |   |      |             |                              |



#### 4. PROCESSING OF APPLICATION FOR LEAVE

|   |   |                        |                        |                           |
|---|---|------------------------|------------------------|---------------------------|
| <b>Office or Division:</b>  | Human Resource Section  |                        |                        |                           |
| <b>Classification:</b>  | Simple Transaction  |                        |                        |                           |
| <b>Type of Transaction:</b>   | Government-to-Government (G2G)  |                        |                        |                           |
| <b>Who may avail:</b>   | Internal Clients  |                        |                        |                           |
| <b>CHECKLIST OF REQUIREMENTS</b>  |   |                        | <b>WHERE TO SECURE</b> |                           |
| Accomplished GF BAI-117, Application for Leave Form (CSC Form 6), in duplicate and provide the necessary information relative to the type filed<br>• Application for Sick Leave in excess of five (5) successive days shall be accompanied by a proper Medical Certificate;<br>• Application for Vacation Leave more than one (1) month shall be accompanied with Agency's Clearance;<br>• Application for Maternity Leave shall be accompanied by a proper Medical Certificate and Agency's Clearance; |   |                        | Human Resource Section |                           |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTIONS</b>   | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b> |
| 1. Fill up and Submits GF BAI-117, Application for Leave Form (CSC Form 6), in duplicate and provide the necessary information relative to the type filed   | 1.1 Receives GF BAI117, Application for Leave Form (CSC Form 6) submitted and filed | None                   | 1-2 minutes            | Receiving Clerk           |

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|              |  |      |                   |                         |
|--------------|--|------|-------------------|-------------------------|
|              | 1.2 Verifies the type of leave filed. Upon verification of the application, post Leave Credit Balances in the Employees' Leave Card and in the Application for Leave Form filed. | None | 5-8 minutes       | Personnel Staff         |
|              | 1.3 Certifies leave balances for recommendation;   | None | 1-3 minutes       | Head, Personnel Section |
|              | 1.4 Record and endorses application to the Office of the Director or Head of the Agency for approval/ disapproval.   | None | 3-5 minutes       | Releasing Clerk         |
|              | 1.5 Approves/Disapproves Application for Leave   | None | 3-5 minutes       | Head of the Agency      |
|              | 1.6 Receives Approved/ Disapproved Application for Leave for re-validation of the posting of leave filed;  | None | 1-2 minutes       | Personnel Staff         |
|              | 1.7 Files Approved/ Disapproved Application for Leave  | None | 1-2 minutes       | Personnel Staff         |
| <b>TOTAL</b> |  |      | <b>27 minutes</b> |                         |



# Cashier Unit



## 1. COLLECTING AND REPORTING OF PAYMENTS/ FEES

|  |   |   |                               |                           |
|--|---|---|-------------------------------|---------------------------|
| <b>Office or Division:</b>   | Bureau of Animal Industry – Cashier Unit  |   |                               |                           |
| <b>Classification:</b>   | Simple Transaction  |   |                               |                           |
| <b>Type of Transaction:</b>  | G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government   |   |                               |                           |
| <b>Who may avail:</b>  | BAI Clients, Officers and Employees   |   |                               |                           |
| <b>CHECKLIST OF REQUIREMENTS</b>   |   |   | <b>WHERE TO SECURE</b>        |                           |
| Order of Payment<br>(For Check Payment - Manager's Check / Company Check / Cash Money Order) |   |   | Accounting                    |                           |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTIONS</b>   | <b>FEES TO BE PAID</b>                                  | <b>PROCESSING TIME</b>        | <b>PERSON RESPONSIBLE</b> |
| 1. Provide order of payment from Accounting  | Receive order of payments<br><br>Receive payments and issue official receipts to the client | Testing Fees, Registration, Handling, SPS Deposit, Etc. | 1-2 minutes /Order of Payment | Collecting Officer        |
|  | Upload SPS online payment through ECommerce (for SPS deposits only);                        |   | 1 minute/transaction          | Collecting Officer        |
|  | Balancing, reporting and preparing of deposit slip of collections;                          |   | 1-2 hours                     | Collecting Officer        |
| <b>TOTAL</b>   |   |   | <b>2 hours</b>                |                           |



## 2. PROCESSING OF SALARIES/ ALLOWANCES & OTHER BENEFITS

|   |   |                        |                        |                           |
|---|---|------------------------|------------------------|---------------------------|
| <b>Office or Division:</b>                              | Bureau of Animal Industry – Cashier Unit                  |                        |                        |                           |
| <b>Classification:</b>                                  | Simple Transaction  |                        |                        |                           |
| <b>Type of Transaction:</b>                             | G2G – Government to Government                            |                        |                        |                           |
| <b>Who may avail:</b>                                   | BAI Clients, Officers and Employees                       |                        |                        |                           |
| <b>CHECKLIST OF REQUIREMENTS</b>                        |   | <b>WHERE TO SECURE</b> |                        |                           |
| Payroll   |   | Human Resource Section |                        |                           |
| <b>CLIENT STEPS</b>                                     | <b>AGENCY ACTIONS</b>                                     | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b> |
| Submits Payroll certified by the Human Resources Office | Receives Payroll certified by the Human Resources Office; | None                   |                        | Head of Cashier           |
|   | Consolidate payroll and preparing Disbursement Voucher;   | None                   |                        | Head of Cashier           |
| <b>TOTAL:</b>   |   |                        |                        |                           |



### 3. PROCESSING OF DISBURSEMENT VOUCHER THROUGH LDDAP-ADA/CHECKS AND RELEASING OF CHECKS

|   |  |                        |  |  |
|---|--|------------------------|--|--|
| <b>Office or Division:</b>  | Bureau of Animal Industry – Cashier Unit   |                        |  |  |
| <b>Classification:</b>  | Simple Transaction   |                        |  |  |
| <b>Type of Transaction:</b>                                       | G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government          |                        |  |  |
| <b>Who may avail:</b>   | BAI Clients, Officers and Employees  |                        |  |  |
| <b>CHECKLIST OF REQUIREMENTS</b>                                  |  | <b>WHERE TO SECURE</b> |  |  |
| -Approved Disbursement Vouchers                                   |  | BAI End Users          |  |  |
| -Authorization Letter and valid ID's to claim check (for clients) |  | Clients                |  |  |
| -Official Receipt   |  | Clients                |  |  |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTIONS</b>  | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b>   | <b>PERSON RESPONSIBLE</b>  |
|   | Receive approved Disbursement Vouchers with necessary attachments and Prepare the checks/LDDAP-ADA |                        | 2-3 minutes/<br>Voucher (Check) 15-30<br>minutes/LDDAP-ADA     | Cashier Staff  |
|   | Record the checks/LDDAPADA to warrant register book  |                        | 15-30 minutes  | Cashier Staff  |
|   | For signature of checks/LDDAP-ADA by Approving Officers  |                        | 2 minutes<br>(Depends upon the<br>availability of signatories) | Director<br>Assistant Director<br>Chief Accountant<br>Head Cashier |
|   | Prepare ACIC   |                        | 5 minutes  | Cashier Staff  |
|   | For signature of ACIC by Approving Officers  |                        | 2 minutes<br>(Depends upon the<br>availability of signatories) | Director<br>Assistant Director<br>Head Cashier                     |

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|  |   |  |                             |               |
|--|---|--|-----------------------------|---------------|
|  | Send the approved LDDAPADA and ACIC to LBP  |  | 15-20 minutes               | Head Cashier  |
| Present Authorization Letter and Issue Official Receipts | Releasing of checks, collecting Official Receipts and issuance of tax certificate |  | 5 minutes                   | Cashier Staff |
|  | Filing, Reporting and Stamping paid of RADAI/ACIC/ SLLIE                          |  |                             | Cashier Staff |
| <b>TOTAL</b>   |   |  | <b>1 hour and 7 minutes</b> |               |



# Procurement Management Section



## 1. PROCUREMENT SYSTEM PROCEDURE FOR GOODS, SERVICES, EQUIPMENT AND INFRASTRUCTURE

|   |   |                        |                        |   |
|---|---|------------------------|------------------------|---|
| <b>Office or Division:</b>              | Procurement Management Section  |                        |                        |   |
| <b>Classification:</b>                  |   |                        |                        |   |
| <b>Type of Transaction:</b>             | G2C - Government to Citizen; G2B – Government to Business; G2G – Government to Government   |                        |                        |   |
| <b>Who may avail:</b>                   | All Government Agencies and private entities, public & private individuals  |                        |                        |   |
| <b>CHECKLIST OF REQUIREMENTS</b>        |   | <b>WHERE TO SECURE</b> |                        |   |
| Annual Procurement Plan                 |   |                        |                        |   |
| Purchase Request (PR) - 2 copies        |   |                        |                        |   |
| Request for Quotation (RFQ)             |   |                        |                        |   |
| Evaluation Sheet Form                   |   |                        |                        |   |
| Abstract of Quotation                   |   |                        |                        |   |
| Notice of Award (NOA)                   |   |                        |                        |   |
| Purchase Order (PO) Form                |   |                        |                        |   |
| Job Order (JO) Form                     |   |                        |                        |   |
| Contracts/Work Order (WO) Form          |   |                        |                        |   |
| Notice to Proceed (NTP)                 |   |                        |                        |   |
| Obligation Request Slip (ORS)           |   |                        |                        |   |
| <b>CLIENT STEPS</b>                     | <b>AGENCY ACTIONS</b>   | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>   |
| 1. Preparation of Purchase Request (PR) | 1.1 Prepares Purchase Request (PR) based on the approved APP(must be complete with description and specification, brands/model not allowed) | None                   | 15 minutes             | End- User/ Requisitioner/ Procurement Officer                     |
|   | 1.2 Reviews and approves PR to respective Division Chiefs   | None                   | 10 minutes             | Approving Authority (End-User/Requisitioner/ Procurement Officer) |

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|                                 |  |                  |                             |  |
|---------------------------------|--|------------------|-----------------------------|--|
|                                 | 1.3 Forward to Budget Section for verification   |                  | 30 minutes                  | PMS-Procurement Office                         |
|                                 | 1.4 Assigns PR No./Control No. and certifies as included in the APP  | None             | 5 minutes                   | PMS-Procurement Office                         |
|                                 | 1.5 Endorses PR to Asst. Director/Director for approval  | None             | 3 minutes                   | PMS-Procurement Office                         |
|                                 | 1.6 Approves Purchase Request  | None             | 1 day                       | Asst. Director/Director                        |
|                                 | 1.7 Forwards PR to BAC Secretariat   | None             | 5 minutes                   | Asst. Director/Director's staff                |
| 2. Identify Mode of Procurement | 2.1 Determine mode of procurement and posting whether: Shopping, SVP, DC, LRP, LOV, Negotiated Procurement, Public Bidding (refer to RA 9184)  | None             | 2 minutes                   | BAC Committee                                  |
|                                 | 2.2 For alternative mode of procurement, PR with ABCs above 50K must be posted in PhilGEPS website. RFQs should also be sent to at least 3 bonafide suppliers                            | None             | 5 days                      | Canvassers/BAC Secretariat/Division Canvassers |
|                                 | 2.3 If 1 million above, it should be subjected to Public Bidding using the timelines/schedule of procurement activities stated in RA 9184 (Note: Separate procedures for Public Bidding) | Fee based on ABC | Minimum of 26 calendar days | BAC Secretariat/BAC Committee                  |
|                                 | 2.4 If Direct Contracting (DC): Forward PR to end-user and inform them to attach Exclusive Distributorship from the suppliers  | None             | 2 days                      | BAC Secretariat                                |

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|   |  |      |            |   |
|---|--|------|------------|---|
|   | and endorse to BAC Secretariat for Resolution and proceed to Step 5  |      |            |   |
| 3. Receive RFQs and Supporting Documents from Suppliers | 3.1 Receives and logs RFQs/Proposals/Certificate of Exclusivity and other supporting documents from various suppliers  | None | 5 minutes  | BAC Secretariat   |
|   | 3.2 If no RFQs received, conduct canvass from list of bonafide suppliers (see details for shopping and SVP in RA 9184) | None | 3 days     | 1. Canvassers per division<br>2. BAC Secretariat<br>3. Procurement Office |
| 4. Preparation of Abstract of Quotation                 | 4.1 Prepares Abstract of Quotations based on received/ submitted RFQs from suppliers                                   | None | 30 minutes | BAC Secretariat/<br>Procurement staff                                     |
|   | 4.2 Evaluates the quotations based on the specifications and requirements of the end-user                              | None | 7 days     | BAC Committee/<br>TWG/End-user  |
| 5. Preparation of Resolution and Notice of Award (NOA)  | 5.1 Prepares resolution and NOA (Note: 50K above only) and forward to the HoPe for approval                            | None | 30 minutes | BAC Secretariat/<br>HoPe  |
|   | 5.2 Forwards all documents to end-user for Obligation Request and Status (ORS) preparation                             | None | 15 minutes | BAC Secretariat staff   |
| 6. ORS Preparation                                      | 6.1 Preparation of ORS and forward to BAC Secretariat  | None | 1 day      | End-user/Division<br>Head/Project Managers                                |
| 7. POs/WOs/Contract/ JOs/NTPs Preparation               | 7.1 Prepares POs/WOs/Contract/ JOs/NTPs  | None | 1 day      | BAC Secretariat staff   |
| 8. Processing of POs/WOs/Contract/ JOs/ NTPs            | 8.1 Approves POs/WOs/Contract/ JOs/NTPs and forward to PMS-Procurement Unit  | None | 1 day      | Head of Procuring Entity<br>(HoPe)  |
| 9. Receives approved POs/WOs/Contract/ JOs/ NTPs        | 9.1 Receives and records approved POs/WOs/Contract/ JOs/NTPs with  | None | 3 minutes  | BAC Secretariat/<br>Procurement staff                                     |

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|   |  |      |            |                   |
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|   | supporting documents then forward to PMS Procurement   |      |            |                   |
|   | 9.2 Reproduce 3 copies of all documents and inform suppliers to pick-up the POs/WOs / Contract/JOs thru letters, email, fax, telephone & text messages | None | 3 hours    | Procurement staff |
| 10. Release of Certified true Copy of PO/ WO/JO/ Contracts/ NOA/NTP to suppliers/bidders  | 10.1 Records PO/WO/JO/Contract to the logbook and release the certified true copy of PO/WO/ JO/Contracts to the winning supplier/bidder                | None | 5 minutes  | Procurement staff |
|   | 10.2 Receives and sign the certified true copy of PO/WO/JO/ Contracts  | None | 10 minutes | Supplier/Bidder   |
|   | 10.3 Releases Original PO/WO/JO/Contracts to Property unit for attachment in the Voucher/Payment preparation   | None | 3 minutes  | Procurement staff |
|   | 10.4 Furnishes COA xerox copy of PO/WO/JO/Contract (requirement from COA)  | None | 3 minutes  | Procurement staff |
|   | 10.5 Files copy of PO/WO/JO/ Contract with supporting documents for future reference   | None | 2 minutes  | Procurement staff |
| <b>Note:</b> PRs charge to Cash Advance and intended for meals/snacks or reimbursement will be returned to end-user/Disbursement Officer for liquidation. |  |      |            |                   |
| <b>End of Transaction</b>   |  |      |            |                   |



| <b>FEEDBACK AND COMPLAINTS MECHANISM</b> |   |
|--|---|
| How to send feedback?                    | Answer the Customer Satisfaction Feedback Form in the office lobby and put it in the feedback and complaints drop box.  |
| How feedback is processed?               | The Frontline Officer receives and verifies the nature of the queries and feedback within one (1) working day. The same will be referred to the concerned Office via telephone call or email. Upon receiving the reply from the concerned Office, the citizen or client will be informed via email or phone call.   |
| How to file complaint?                   | <p>To file a complaint against the Bureau, provide the following details via email:</p> <ul style="list-style-type: none"> <li>- Full name and contact information of the complainant</li> <li>- Narrative of the complain</li> <li>- Evidences</li> <li>- Name of the person being complained</li> </ul> <p>Send all complaints to <a href="mailto:director@bai.gov.ph">director@bai.gov.ph</a></p>  |
| How complaints are processed?            | <p>All complaints received against the Bureau will be processed by its responsible Division/ Unit.</p> <p>The responsible division/ unit shall identify and evaluate the type of complaint (Technical or Non-Technical) to determine appropriate action.</p> <p>Non-Technical complaints are responded to by the Human Resource Staff. Technical complaint is responded to by the Chief of the concerned Division/ Unit.</p> <p>A letter informing the customer of action taken is prepared and signed by the Chief of the concerned Division/ Unit. Effectiveness of action taken shall be reported to the Top Management.</p> |

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| <p>Contact Information of BAI</p> | <p>Office of the Director<br/>Email Address: <a href="mailto:director@bai.gov.ph">director@bai.gov.ph</a><br/>Contact Number: (02) 8528 2240 local 1101-1103</p> <p>Office of the Assistant Director<br/>Email Address: <a href="mailto:assistantdirector@bai.gov.ph">assistantdirector@bai.gov.ph</a><br/>Contact Number: (02) 928-2836 / (02) 8528 2240 local 1500</p> <p>Animal Feeds, Veterinary Drugs and Biologics Control Division Chief<br/>Email Address: <a href="mailto:afvdbcd@bai.gov.ph">afvdbcd@bai.gov.ph</a></p> <p>Animal Health and Welfare Division Chief<br/>Email Address: <a href="mailto:ahwd@bai.gov.ph">ahwd@bai.gov.ph</a><br/>Contact Number: (02) 928 28 36 / (02) 8528 2240 local 1500</p> <p>Veterinary Laboratory Division Chief<br/>Email Address: <a href="mailto:vld@bai.gov.ph">vld@bai.gov.ph</a><br/>Contact Number: (02) 8528 2240 local 11400 or 11303</p> <p>National Veterinary Quarantine Services Division Chief<br/>Email Address: <a href="mailto:nvqsd@bai.gov.ph">nvqsd@bai.gov.ph</a><br/>Contact Number: (02) 8528 2240 local 1302/1304</p> <p>Livestock Research and Development Division Chief<br/>Email Address: <a href="mailto:lrd@bai.gov.ph">lrd@bai.gov.ph</a><br/>Contact Number: (02) 8528 2240 local 1222-1225 / (02) 920-4640</p> <p>Farm Operations Group (FOG) Coordinator<br/>Email Address: <a href="mailto:fog@bai.gov.ph">fog@bai.gov.ph</a><br/>Contact Number: (02)8528 2240 local 1235 to 1238, (02)8528 2285</p> |
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