



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

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A. ANIMAL DISEASE DIAGNOSTIC SERVICES

OFFICE/DIVISION:	Veterinary Laboratory Division (VLD) – Animal Disease Diagnosis and Reference Laboratory (ADDRL)	
CLASSIFICATION:	Highly Technical	
TYPE OF TRANSACTION:	G2C – Government to Citizens G2B – Government to Businesses G2G – Government to Government	
WHO MAY AVAIL:	External Clients	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ul style="list-style-type: none"> <input type="checkbox"/> Properly filled Laboratory Examination Request Form (LERF) (General Sample Submission or Rabies Sample Submission) <input type="checkbox"/> if applicable: <ul style="list-style-type: none"> - Endorsement - Disease Investigation Form - Sample Collection Form - Others <input type="checkbox"/> Samples to be tested – properly identified, packed, and transported 		<ul style="list-style-type: none"> <input type="checkbox"/> Laboratory Examination Request Form secured at VLD-ADDRL <input type="checkbox"/> Disease Investigation Form and Sample Collection Form secured at VLD-ADDRL or BAI-AHWD <input type="checkbox"/> Endorsement secured at LGUs, RADDLs, or VQS
Acceptance Criteria for Submission of Samples		
Type of Sample/Type of Test	Description	Sample Required (Not Less Than)
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 - fixed in 10% buffered formalin	5 mm thick organ tissues
Rabies Examination	- brain or head - chilled or frozen for not more than 6	1 x 1 cm cross-section of brain stem and cerebellum



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	<ul style="list-style-type: none"> hours after death - packed with gel coolants/ice pack during transport 		
Whole blood samples	<ul style="list-style-type: none"> - chilled but not frozen - placed in purple top vacutainer tubes (with anticoagulant - EDTA) 	3 mL	
Serum samples	<ul style="list-style-type: none"> - separated from clotted blood and transferred to clean vials or test tubes or - placed in red top vacutainer tubes - with coolant or ice packs 	2 mL	
Tissues/organs for: a. Bacteriological Test/Antibiotic Sensitivity Test	<ul style="list-style-type: none"> - freshly packed in separate and individual sterile containers - intestinal segments ligated on both ends - chilled not frozen - with coolant or ice packs during transport - submitted on Monday to Wednesday only 	- 16 gm. with lesions	
	<ul style="list-style-type: none"> - freshly packed in 	- 2 x 2 inches with	



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	swab - with coolant or ice packs during transport		
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"> - placed in individual plastic containers - with coolant or ice packs - collected and submitted to the lab within 24 hours 	For Flotation: 5 gm – poultry 50 gm – large animals For Sedimentation: 100 gm	
Fecal sample/intestinal contents	<ul style="list-style-type: none"> - freshly packed in screw capped containers - samples must be kept cool and transported to the lab as quickly as possible 	For virological tests: at least 10 mL or minimum of 5 gm per sample	
Blood Parasite Examination	- anticoagulant-filled blood samples, with	- Whole blood, 2 mL	



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	coolant or ice packs (collected and submitted to the lab within 24 hours) or - slide smears fixed in methanol, kept dry	- Slide smears (2 slides per sample)	
Honeybee samples a. Bacteriological Test	- live bees placed in sterile plastic containers or bags - honeybee comb placed in sterile container	- 30 live bees/colony - 20 x 20 cm honeycomb or - 250 gm "raw" honey - 100 live bees/colony	
b. Parasitological Test	- live bees placed in sterile plastic containers or bags - live bees for protozoan diseases	- 30 live bees/colony	
Whole parasites	- live or in its fresh state or - preserved thru freezing or preserved in 70% ethanol (only for applicable parasites)	3 samples per parasite type	
Important: Improperly labelled samples will not be accepted			



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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up the LERF	Guide and answer queries from clients 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 <input type="checkbox"/> Verify correctness of entries on LERF <input type="checkbox"/> Accept and check samples (as to quantity and quality, etc.) <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 Conduct laboratory testing	See Schedule of Fees		ADDRL Receiving Staff Laboratory Staff
6. Return to ADDRL according to availability of laboratory report Present Claim Stub	Get Claim Stub from client	N/A	1 minute	ADDRL Receiving Staff
7. Request for Order of Payment A Present Order of Payment A to Accounting Section	Issue Order of Payment A	See Schedule of Fees	3 minutes	ADDRL Receiving Staff



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8. Get Order of Payment B 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
TOTAL			64 minutes (exclusive of examination duration)	



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B. CHEMICAL FEED ANALYSIS AND VETERINARY DRUG ASSAY SERVICES

OFFICE/DIVISION:	Veterinary Laboratory Division (VLD) – Chemical and Feed Analysis Section (CFAS)	
CLASSIFICATION:	Highly Technical	
TYPE OF TRANSACTION:	G2C – Government to Citizens G2B – Government to Businesses G2G – Government to Government	
WHO MAY AVAIL:	External Clients	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ul style="list-style-type: none"> <input type="checkbox"/> Laboratory Request Form (LRF) <input type="checkbox"/> Samples to be tested are properly identified and packed <input type="checkbox"/> Antibiotics, Vitamins, and Trace Mineral samples must be accompanied with label claims <input type="checkbox"/> Manure samples must be bone-dried and well packed <input type="checkbox"/> Forages must be sun-dried and reduced to appropriate size <input type="checkbox"/> Monitoring samples must be accompanied with AFVDBCD transmittal 		<ul style="list-style-type: none"> <input type="checkbox"/> VLD-CFAS
Acceptance Criteria for Submission of Samples		
Analysis	Sample Weight/Volume Required (Not Less Than)	
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	



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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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"> Record OR number in the LRF Code Sample 	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"> Grind Sample Record sample in the Sample Logbook Endorse sample to the analyst 	N/A	20-60 minutes (depending on the kind of sample)	Grinding in-charge
9.	<ul style="list-style-type: none"> Analyze sample Compute and record test result in the Analysis Logbook 	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



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11.	Report test result in the Result Logbook	N/A	1 minute per sample	Unit Head Section Head Analyst
12.	Prepare Raw Data Sheet for encoding	N/A	3 minutes per sample	Unit Head Section Head 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 Section Head
15.	Sign and Dry seal CAR	N/A	10 minutes per CAR	Unit Head Section Head 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)
TOTAL			3 days 88 minutes (minimum); 10 days 128 minutes (maximum)	



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C. OFFICIAL ACCREDITATION OF VETERINARY DIAGNOSTIC LABORATORIES

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

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<input type="checkbox"/> GF-ADDRL-04 - Checklist for official veterinary diagnostic laboratory accreditation application. <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
1. Filing of Application with Intent 1.1 Use form GF-ADDRL-06 and submit all the requirements listed in the checklist GF-ADDRL-04. 1.2 Send to BAI-VLD Accreditation office or email to addr1.accred.com@gmail.com	1.1 Receiving of application and screening of documents submitted: <ul style="list-style-type: none"> <input type="checkbox"/> General Requirements <input type="checkbox"/> Specific Requirements Note: No application will be accepted if general and specific documentary requirements are incomplete.	N/A	2 days (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"> <input type="checkbox"/> General Requirements <input type="checkbox"/> Specific Requirements <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"> <input type="checkbox"/> Date of Filing <input type="checkbox"/> Unique Registration Code <input type="checkbox"/> Name and position of verifying officer <p>Note: Notify the applicant laboratory of non-acceptance in cases wherein a missing or lacking documentary requirement was noticed.</p>	<p>N/A</p>	<p>Continuation (1.1 to 1.5)</p>	<p>VLD- ADDRL Accreditation Verifying Officer</p>



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CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Payment of application fee	2.1 Issuance of order of payment for the application fee.	P 100.00	1 day	VLD- ADDRL Receiving Office Staff
3. Submit the Order of Payment to the Accounting Section	3.1 Issuance of another Order of Payment	N/A		BAI- Accounting Section
4. Present Order of Payment to the Cashier	4.1 Issuance of Original Official Receipt (OR) payment made	N/A		BAI- Cashier Section
5. 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 Accreditation Verifying Officer
	6. Endorsement to VLD Accreditation Technical Evaluator assigned to proceed with the initial technical evaluation.	N/A		
		TOTAL	3 Days	



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OFFICE/DIVISION:	BAI-ADDRL
CLASSIFICATION:	Highly Technical
TYPE OF TRANSACTION:	G2B – Government to Business; G2G – Government to Government
WHO MAY AVAIL:	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

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



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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<ul style="list-style-type: none"> ☐ Applicants will be given five working days per notification to submit the lacking requirements. ☐ Failure to submit the requirements within the due date will cause the application to be TERMINATED. ☐ <i>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.</i> 	N/A	Continuation (1 to 1.1)	VLD Accreditation Technical Evaluator
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. <ul style="list-style-type: none"> ☐ 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



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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<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.			
		TOTAL	11 days	



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OFFICE/DIVISION:	BAI-ADDRL
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TYPE OF TRANSACTION:	G2B – Government to Business; G2G – Government to Government
WHO MAY AVAIL:	Veterinary Diagnostic Laboratory

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> <input type="checkbox"/> GF-ADDRL-04 - Checklist for official veterinary diagnostic laboratory accreditation application. <input type="checkbox"/> GF-ADDRL-07 - Audit Checklist <input type="checkbox"/> GF- ADDRL-15 - Audit Plan <input type="checkbox"/> GF-ADDRL-16 - Notice of Audit <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 / 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			



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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 / Audit Team Leader
5. Confirmation of Audit Schedule	5.1 Preparation of Audit Checklist (GF-ADDRL-07) <input type="checkbox"/> Preparation and approval of necessary travel documents	N/A	3 days	
6. Request for reschedule of audit	6.1 Granting of request for reschedule will be permitted for up to two (2) requests only. <input type="checkbox"/> Non-completion of Audit in accordance with the Audit Plan within the prescribed period shall cause DEFERMENT of the application.	N/A	1 day	Audit Team / Audit Team Leader
7. Preparation for the conduct of audit in the laboratory. <input type="checkbox"/> Ensure that auditors are provided reasonable access to offices, establishments, and documents.	7.1 Auditing of test process applied for accreditation. <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. <input type="checkbox"/> No major deviation or request for changes will be allowed at this point. <input type="checkbox"/> Conduct of audit may include witnessing the actual performance of the testing process in lieu of panel testing.	N/A	4 days	Audit Team / Audit Team Leader



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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
N/A	<ul style="list-style-type: none"> ❑ 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. ❑ 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 (7.1)	Audit Team / Audit Team Leader
	8. Preparation of Audit Report	N/A	7 days	Audit Team
	8.1 Preparation of technical / audit report by the audit team using form GF- ADDRL-17 or Veterinary Diagnostic Laboratory Official Accreditation Application			
	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 Accreditation Verifying Officer	



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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
		TOTAL	21 days	



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TYPE OF TRANSACTION:	G2B – Government to Business; G2G – Government to Government
WHO MAY AVAIL:	Veterinary Diagnostic Laboratory

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<input type="checkbox"/> GF- ADDRL-17 – signed Audit Report <input type="checkbox"/> GF-ADDRL-18 – signed corrective action report on audit findings and proof of corrective actions taken or implemented <input type="checkbox"/> GF- ADDRL- 19 –submission of status of corrective action implementation on audit findings	BAI-ADDRL Accreditation Office / 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"> Identify the intended corrections and corrective actions for implementation with specified target completion date(s) set and Email the completed form to addr1.accred.com@gmail.com 	1.1. Receiving of the submitted Corrective Action Report on Audit Findings (GF-ADDRL-18) 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"> 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. 	N/A	3 days (1.1 to 1.3)	VLD Accreditation Evaluator



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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 addrl.accred.com@gmail.com	2.1. Assessment of the implemented corrections and corrective actions submitted by the applicant laboratory for its acceptability <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 were received, the application is DEFERRED .	N/A	7 days	Audit Team
3. Submission of a written request for extension if corrective action is needed requires more time to be completed. <input type="checkbox"/> Note: Request for extension shall be allowed once if filed prior to the set due date.	3.1 Granting of requests for a maximum of 10 working day extension for the implementation or introduction of new or additional corrective measures.	N/A	1 day	Audit Team



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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. 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 addrl.accred.com@gmail.com	4.1. Verification of the implemented corrective action/s and determine if the measures are acceptable. 4.2. Notify the laboratory of the result of the second assessment conducted. <input type="checkbox"/> Result of assessment can be: a. Approved – if acceptable b. Terminated – if they fail to submit the report as required within the specified period. c. Disapproved - if the laboratory did not meet the requirements as a testing laboratory.	N/A	3 days	Audit Team
5. Paying the corresponding fee if a re-audit is needed.	5.1. Issuance of order of payment for the re-audit.	N/A	1 day	BAI- ADDRL Receiving Office Staff
Note: Back to Step 3 if a re-audit is needed or proceed to 3B for the panel testing or 3C for witnessing.				
TOTAL			15 days	



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

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Laboratory test panels/samples 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. ☐ 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
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 (3.1 to 3.2)	Laboratory unit responsible for the test



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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.2 Notification of applicant of the availability for pickup of the prepared test panels for testing	N/A	Continuation (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		Concerned Laboratory
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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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
10 Submission of the panel test result to the official email of the accreditation committee: addrl.accred.com@gmail.com	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.	N/A	3 days	Audit Team
	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: <input type="checkbox"/> Acceptable ($\geq 90\%$ to 100% pass the expected result) <input type="checkbox"/> Unacceptable ($< 90\%$)	N/A	3 days	Audit Team
	10.3 Preparation of panel test evaluation report.	N/A		Audit Team
	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. <input type="checkbox"/> Allow five (5) working days to establish the root cause, corrective actions to employ, and other technical requirements	N/A	1 day	VLD- ADDRL Accreditation Verifying Officer



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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	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. ☐ *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 ☐ If the panel test fails the second time, the application is DEFERRED or	N/A	1 day	VLD- ADDRL Accreditation Verifying Officer



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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	denied based on the stipulated requirements not met for quality and capability Applicant may opt to re-apply for the specific test after 6 months	N/A		
TOTAL			35 Days	



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

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	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 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 <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 Accreditation Verifying Officer



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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<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	N/A
5. Confirmation of Audit Schedule	N/A	N/A	N/A	N/A
6. Performance of actual test analysis	6.1 Observation of the analyst of the applicant laboratory in performing the specified test process and assess the degree of compliance <input type="checkbox"/> The auditor must be provided with the documented test method against which compliance is assessed. <input type="checkbox"/> The auditor will assess the compliance with the applicable requirements in the performance of the specific test process.	N/A	1 day	Technical Officer assigned / Audit Team



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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	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
	9. Proceed to final technical evaluation	N/A		N/A
TOTAL:			9 Days	



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OFFICE/DIVISION:	BAI-ADDRL
CLASSIFICATION:	Simple
TYPE OF TRANSACTION:	G2B – Government to Business; G2G – Government to Government
WHO MAY AVAIL:	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: <input type="checkbox"/> Approval <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 (Steps 1-5)	VLD- ADDRL Accreditation Verifying Officer



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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Payment of the corresponding accreditation fee		Initial Php 2,500.00 Renewal Php 1,500.00	Continuation (1 to 5)	BAI- ADDRL Receiving Office Staff
	5. Preparation of the certificate of official accreditation and endorsement to the Director's office for signature	N/A		VLD- ADDRL Accreditation Verifying Officer
6. Submit the Order of Payment to the Accounting Section	7. Issuance of another Order of Payment	N/A	1 day	BAI- Accounting Section
8. Present Order of Payment to the Cashier	8.1 Issuance of Original Official Receipt (OR) payment made	N/A		BAI- Cashier Section
9. Submit an original copy of the Official Receipt to the VLD Accreditation Verifying Officer	9.1 Recording of payment details and filing of the copy of proof of payment	N/A		VLD- ADDRL Accreditation Verifying Officer
	10. Issuance or releasing of the official accreditation certificate to the applicant's laboratory <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	N/A		VLD- ADDRL Accreditation Verifying Officer



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BAGONG PILIPINAS



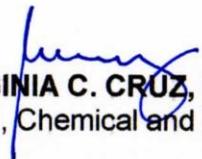
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
11. Receiving of official accreditation certificate	11.1 Admonishing the applicant to submit the monthly reports of the laboratory and surveillance monitoring or spot inspection activities.	N/A	N/A	VLD- ADDRL Accreditation Verifying officer
12. Submission of monthly reports to BAI ADDRL Disease Investigation Unit.	12.1 Updating of records of the applicant laboratory and registry of officially accredited laboratories.	N/A	N/A	
TOTAL			4 Days	

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