



Republic of the Philippines  
DEPARTMENT OF AGRICULTURE  
**NATIONAL MEAT INSPECTION SERVICE**  
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06 October 2016

**MEMORANDUM CIRCULAR**

**NO. 10-2016-28**  
**Series of 2016**

**TO : ALL CONCERNED**

**FROM : THE OIC, EXECUTIVE DIRECTOR**

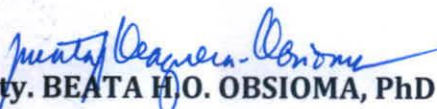
**SUBJECT : MEAT EXPORT PROCEDURES**

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This is to provide you the following Meat Export Procedures:

1. Licensing of meat exporter (direct exporter, trader, consolidator)
2. Accreditation of exporting meat establishment by foreign regulatory body
3. Issuance of export certificate

For your guidance.

  
Atty. BEATA H.O. OBSIOMA, PhD



The production of clean, wholesome, healthy and sound meat for food is the concern of everyone.

**1. LICENSING OF MEAT EXPORTER (DIRECT EXPORTER,TRADER,CONSOLIDATOR) BY NMIS**

PROCESS FLOW	OFFICE	REQUIREMENTS
<p>1. Receives Letter of Intent (addressed to ED thru RTD) &amp; complete documentary requirements from exporter</p>	<p>1. RTOC MIES Focal</p>	<p>Direct Meat Exporter:</p>
<p>2. Endorse accomplished application to MIED</p>	<p>2. RTOC</p>	<p>a. Letter of intent (addressed to ED thru RTD)</p>
<p>3. Receives and verifies application. Conduct of on-site validation as needed. Compliant application is recommended to ARD for certification.</p>	<p>3. MIED</p>	<p>b. Notarized accomplished Application Form</p>
<p>4. Process LTO for final approval of the ED.</p>	<p>4. ARD and OED</p>	<p>c. CTC LTO of ME</p>
<p>5. Release of LTO at the Records Unit.</p>	<p>5. Records</p>	<p>d. CTC HACCP</p>
<p>END</p>		<p>e. Notarized Lease of Contract of DA Accredited CSW or proof of ownership</p>
		<p>f. Authorization to transact with NMIS from business entity (SPA for single proprietorship/Board Resolution for corporation)</p>
		<p>Meat Exporter Trader/Consolidator:</p>
		<p>a. Letter of intent (addressed to ED thru RTD)</p>
		<p>b. Notarized accomplished Application Form</p>
		<p>c. CTC Business Permit/Mayor's Permit</p>
		<p>d. CTC DTI or SEC Registration</p>
		<p>e. Notarized certification/authorization from the exporting meat establishment allowing them to export their products (list products)</p>
		<p>f. Notarized Lease of Contract of DA Accredited CSW or proof of ownership</p>
		<p>g. Notarized Lease of Contract of DA Accredited CSW or proof of ownership</p>
		<p>h. Authorization to transact with NMIS from business entity (SPA for single proprietorship/Board Resolution for corporation)</p>

**LEGEND:**

- ARD-Accreditation and Registration Division
- CO-Central Office
- ED-Executive Director
- LTO-License to Operate
- MIED-Meat Import Export Division
- MIES- Meat Import and Export Section
- NMIS-National Meat Inspection Service
- RTD-Regional Technical Director
- RTOC-Regional Technical Operation Center

**2. ACCREDITATION OF EXPORTING MEAT ESTABLISHMENT BY FOREIGN REGULATORY BODY**

PROCESS FLOW	RESPONSIBLE
1. Receipt of Letter of Intent addressed to the Office of the Secretary. The Secretary gives instructions to the concerned agency (BAI and NMIS).	1. OSEC
2. BAI, with the concurrence of NMIS, endorses the EME application for market access to the FRB and requests requirements.	2. BAI
3. Upon receipt of FRB's response, the FRB's requirements (Technical Questionnaire) will be routed to NMIS and BAI.	3. BAI
4. BAI and NMIS accomplishes the requirements and BAI endorses it to the FRB for their review and approval.	4. BAI and NMIS
<p>Approval?</p> <p>NO</p> <p>YES</p> <p>5a. Receive Notice of Disapproval.</p> <p>5b. Revise requirements and submits back to FRB.</p> <p>5c. Convene meeting and coordinates the schedule of the FIM on-site evaluation and EME pre-audit.</p>	5. BAI and NMIS
6. Coordinate the schedule and itinerary of the FIM. Conduct pre-audit of EME and source farms to determine readiness for FIM visit.	6. BAI and NMIS
7. Foreign Inspection Mission - onsite inspection and verification of meat establishments, farms, laboratories and institutions.	7. BAI, NMIS and FRB inspectors
<p>Approval?</p> <p>NO</p> <p>YES</p> <p>8a. Receive notice of disapproval from FRB.</p> <p>8b. Comply to audit findings and submit a request for reconsideration.</p> <p>8c. Receive notice of approval and certificate of accreditation from FRB.</p>	8. BAI, NMIS and OSEC
<p>END</p>	
<b>LEGEND:</b>	
<p>BAI-Bureau of Animal Industry            CA-Certificate of Accreditation            DA-Department of Agriculture            ED-Executive Director            EME-Exporting Meat Establishment            FIM-Foreign Inspection Mission            FRB-Foreign Regulatory Body            MIED-Meat Import and Export Division            MIES- Meat Import and Export Section            NMIS-National Meaty Inspection Service            OSEC-Office of the Secretary            POSMD-Plant Operation and Standards Monitoring Division</p>	9. BAI, NMIS and OSEC
<p>END</p>	
<p>END</p>	

3. ISSUANCE OF EXPORT CERTIFICATE	
PROCESS FLOW	RESPONSIBLE
<p>1. Meat exporter request for laboratory analysis and export certificate (OMIC). PO collects representative samples and submits to NMIS Lab.</p>	1. PO
<p>2. NMIS Laboratory conducts test and analysis.</p>	2. RTOC or CO
<p>Passed?</p> <p>NO</p> <p>YES</p>	
<p>3a. OMIC shall not be issued and products that did not pass the laboratory analysis and NMIS issues decision.</p> <p>END</p>	3. RTOC/PO
<p>3b. Issuance of OMIC.</p>	
<p>4. Inspect and supervise loading and sealing of container.</p>	4. PO
<p>5. Exporter requests for issuance of IVC at BAI.</p>	5. BAI NVQS
<p>6. Issuance of IVC based on issued OMIC.</p> <p>END</p>	6. BAI NVQS
<p><b>LEGEND:</b>            BAI-Bureau of Animal Industry            NMIS- National Meat Inspection Service            NVQS-National Veterinary Quarantine Services            PO- Plant Officer            OMIC-Official Meat Inspection Certificate            RTOC-Regional Technical Operation Center            IVC-International Veterinary Certificate</p>	

Approved by:

*Beata H. Obsioma*  
 Atty. BEATA H. O. OBSIOMA