

1 2nd Draft (suggestions during the meeting with the selected LGU Veterinarians were already
2 incorporated)

3
4 **ADMINISTRATIVE CIRCULAR**

5 Series of 2014

6
7 **SUBJECT : GUIDELINES ON MEAT MARKET SURVEILLANCE SYSTEM**
8 **OPERATIONAL PLAN (MMSSOP)**
9

10
11 Market surveillance involves monitoring of meat and meat products traded in the market
12 in order to check the gaps or weaknesses of the current meat control system to improve
13 regulatory implementation prior to the market. Also, market surveillance is a tool to
14 observe the implementation of the basic requirements of meat and meat products being
15 sold in markets, to ensure safety and quality. Its task is to identify situations that could
16 pose a threat of manipulation and in order to initiate preventive actions. It will further
17 focus on the following basic requirements of meat and meat products being sold in the
18 market:

19 1) Documentary requirements:

- 20 a. Meat and Meat Products Inspection Certificate (MMPIC) issued by the
21 NMIS Plant Officers and Deputized Meat Inspectors in accredited
22 slaughterhouses, poultry dressing plants and meat processing plant;
- 23 b. Meat Inspection Certificate issued by the Local Meat Inspectors assigned in
24 locally registered slaughterhouses and poultry dressing plants
- 25 c. Certificate of Meat Inspection (COMI) for imported meat issued by NMIS
26 Plant Officers at Meat Cold Storage Warehouse

27 2) Labelling requirements;

- 28 a. Inspected and Passed marked on carcasses
- 29 b. Mandatory labeling requirements on locally produced and imported meat
30 and processed products

31 3) Handling requirements in compliance with AO 5 and 6 S 2012;

32 4) Hygiene and sanitation; and

33 5) Personal hygiene
34

35 **Section 1. SCOPE AND APPLICATION**

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37 This covers the operational plan on market surveillance system and shall apply to Local
38 Government Units (LGUs) and NMIS. It will be focused on monitoring of the meat and meat
39 products, both imported and locally produced that are being traded in the market. It will
40 also include activities like regular responding to consumer complaints.
41

42 **Section 2. OBJECTIVES**

- 43
44 a. To ensure that meat and meat products being sold in meat markets are compliant to
45 the NMIS regulations in order to ensure food safety and quality for consumer
46 protection;

- 47 b. To identify gaps or weaknesses of the current meat control system to improve
48 regulatory implementation prior to the market;
- 49 c. To apply appropriate control measures through surveillance as determined by the
50 controlling authority in advance and to follow-up unsatisfactory results with an
51 investigation and probable enforcement action; and
- 52 d. To provide practical information to meat vendors and operators of markets on good
53 hygienic practices in selling meat and meat products including processed products.

54
55 **Section 3. DEFINITION OF TERMS**

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57 For the purpose of this Order the following terms shall mean:

- 58
59 a. Consumers – persons and families purchasing, and receiving food in order to meet
60 their personal needs.
- 61 b. Contamination – direct or indirect transmission of any biological or chemical agent,
62 foreign matter or other substances not intentionally added to food that may
63 compromise food safety or suitability.
- 64 c. Enforcement – execution of policies against hot meat and adulterated or
65 misbranded meat products, and the protection of meat products from hazardous
66 contaminants.
- 67 d. Establishment – any building and surrounding area in which food is handled and
68 quality is controlled under one management.
- 69 e. Food safety – assurance that food will not cause harm to the consumer when it is
70 prepared and/or eaten according to its intended use.
- 71 f. Hot Meat – the carcass or parts of carcass or food animals which were slaughtered
72 from unregistered/unaccredited meat establishments and have not undergone the
73 required inspection. It also includes undocumented, illegally shipped, and
74 unregistered carcass, parts of carcass and meat products coming from other
75 countries and those that are classified as hot meat by the national Meat Inspection
76 Service (NMIS).
- 77 g. Inspection – an act by an official inspector to ensure compliance with rules and
78 regulations on meat transport and trading/marketing of meat and meat products
79 and processed.
- 80 h. Inspector – a professionally qualified and properly trained officer, duly appointed or
81 designated by NMIS or local government unit for meat inspection and control of
82 hygiene
- 83 i. Label – includes any written, printed or graphic matter that is present on the label,
84 accompanies the food, or is displayed near the food, including that for the purpose
85 of promoting its sale or disposal.
- 86 j. Locally Registered Meat Establishments – slaughterhouses, poultry dressing plants,
87 meat processing plants, meat cutting plants and meat cold storage warehouses that
88 are allowed to operate by the city/municipal government but are not accredited by
89 the NMIS.
- 90 k. Marks of Inspection – any symbol prescribed by regulations of the Secretary of the
91 Department of Agriculture showing that an article was inspected and passed in

- 92 accordance with NMIS regulations; any symbol or inscription prescribed by the DA-
93 NMIS to be stamped on a carcass, major meat cuts, or on the packaging of meat and
94 meat products.
- 95 l. Meat – refers to the fresh , chilled or frozen edible carcass including offal derived
96 from food animals.
- 97 m. Meat brand – the mark, stamped on the surface of meat and meat products or
98 attached as a label showing distinct characteristics or information for the main
99 purpose of identification and traceability.
- 100 n. Meat Markets – premises where meat, meat products, and/or processed meat
101 products are sold, catered, or served, in public or clandestinely, for human
102 consumption.
- 103 o. Meat product – a product capable of use as human food which is made wholly or in
104 part from any meat or other portion of the carcass of any food animal, except
105 products which contain meat or other portions of such carcasses only is a relatively
106 small portion or historically have not been considered by consumers as products of
107 the meat industry, and are exempted from definition as a meat product by the
108 Secretary under such conditions as he may prescribe to assure that the meat or
109 other portions of such carcasses contained in such product are not adulterated and
110 that such products are not represented as meat products.
- 111 p. Meat Vendors – persons directly involve in trading or selling meat and meat
112 products including processed.
- 113 q. Misbranded – any carcass, part thereof, meat or meat product where one or more of
114 the following circumstances as defined under the Republic Act No 73 94 (Consumer
115 Act of the Philippines) is present:
- 116 a) If its labeling is false or misleading in any particular;
117 b) If it is offered for sale under the name of another meat or meat product;
118 c) If it is an imitation of another meat or meat product, unless its label bears, in
119 type of uniform size and prominence, the word “imitation” and immediately
120 thereafter, the name of the meat or meat product imitated;
121 d) If its container is so made, formed, or filled as to be misleading;
122 e) If in a package or other container unless it bears a label showing (1) the
123 name and place of business of the manufacturer, packer, or distributor; and
124 (2) an accurate statement of the quantity of the contents in terms of weight,
125 measure, or numerical count: provided, That under clause (2) of this sub
126 paragraph €, reasonable variations may be permitted, and exemptions as to
127 small packages shall be established, by regulations prescribe by the
128 Secretary;
- 129 f) If any word, statement, or other information required by or under authority
130 of this chapter to appear on the label or other labeling is not prominently
131 placed thereon with such conspicuousness (as compared with other words,
132 statements, designs, or devices, in the labeling) and in such terms as to
133 render it likely to be read and understood by the ordinary individual under
134 customary conditions of purchase and use;
- 135 r. Mission Order – an authorization issued by the city or municipal mayor, NMIS
136 Executive Director or Regional Technical Director or Officer In-Charge directing the
137 surveillance team to conduct monitoring/surveillance.

- 138 s. Monitoring – conducting a planned sequence of observations or measurement with
139 a view to obtaining an overview of the state of compliance with food law and from
140 which useful prevalence data may emerge.
- 141 t. National Meat Inspection Service (NMIS) – the sole national controlling authority on
142 all matters pertaining to meat and meat products inspection and meat hygiene.
- 143 u. Processed – meat that has been subjected to methods of manufacture and
144 preservation but does not include prepackaged fresh, chilled, or frozen meat.
- 145 v. Surveillance - conducting a planned sequence of observations or measurements for
146 the purpose of applying appropriate control measures. Such control measures are
147 normally determined in advance by the competent authority. One of the main
148 objectives of surveillance is to follow-up unsatisfactory results with an investigation
149 and possible enforcement action.

150 151 **Section 4.ORGANIZATIONAL STRUCTURE**

- 152
- 153 a. The Meat Market Surveillance Team (MMST) shall be created and shall be composed
154 of the following:
- 155 - Team Leader
 - 156 - Assistant Team Leader
 - 157 - 2 – 4 Core Members
 - 158 - Support Staff
- 159 b. Duties and responsibilities of the following:
- 160 a. Team Leader shall be responsible for the following:
 - 161 i. manages the planning of inspection or surveillance activities in the
162 market;
 - 163 ii. prepares the Mission Order to be signed by the city or municipal
164 mayor or administrator;
 - 165 iii. provides links among LGU, NMIS and vendors/market administrator
166 etc
 - 167 iv. compile practices being undertaken by meat handlers
 - 168 b. Assistant Team Leader
 - 169 i. leads the actual monitoring or surveillance
 - 170 ii. submit MSQIS report to the team leader
 - 171 c. Core members
 - 172 i. Perform the actual monitoring/surveillance under the supervision of
173 the Assistant Team Leader
 - 174 d. Support Staff
 - 175 i. Prepares communication including reports on all matters pertaining
176 monitoring/surveillance
- 177

178 **Section 5. THE FRAMEWORK OR THE FLOW OF MEAT MARKET SURVEILLANCE**

- 179
- 180 1. Conduct regular inspection to deal with the identification of compliance of
181 meat vendors and owners;
 - 182 2. Review all pending matters eg. investigation reports, other complaint
183 issues;

- 184 3. Verify that relevant requirements of laws, rules and regulations are fulfilled
185 by vendors, operators and markets;
186 4. Implement the RA 10536 for Hot Meat;
187 5. Adoption of corrective actions through issuance of MMS Order
188 6. Hold an information dissemination on good handling practices for meat
189 vendors and markets
190 7. Coordinate and present his/her findings with the Municipal Health Office or
191 provincial veterinarian or NMIS for solutions to the identified unsolved
192 problems.
193 8. Issuance of hold order on meat and meat products that fails to comply with
194 technical requirements
195 9. Revocation of Business Permit and Sanitary Permit
196 10. Issuance of Compliance Certificate/Sticker for compliant Meat and Market
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198 **Section 7. EVALUATION OF MARKETS**

199 **A. MMS Technical Requirements**

200 The MMS shall focus on the following basic requirements of meat and meat products being
201 sold in the market:

- 202 1) Meat and Meat Products Inspection Certificate (MMPIC) issued by the NMIS Plant
203 Officers and Deputized Meat Inspectors in accredited slaughterhouses, poultry
204 dressing plants and Meat processing Plant
205 2) Meat Inspection Certificate issued by the Local Meat Inspectors assigned in locally
206 registered slaughterhouses and poultry dressing plants
207 3) Certificate of Meat Inspection issued by NMIS Plant Officers
208 4) Certificate of Product Registration issued by NMIS
209 5) Sanitary Permit and health Certificate of Meat handlers issued by Municipal
210 Health Office
211 6) Certificate of Attendance on Orientation on Hygienic Handling of Meat (meat
212 Handlers)
213 7) Labelling requirements:
214 3.a Markings on carcasses
215 3.b Mandatory labeling requirements on locally produced and imported meat
216 processed products
217 8) Handling requirements selling meat in compliance with AO 5 and 6 S 2012
218 9) Hygiene and sanitation
219 10) Personal hygiene
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223 **B. Meat Safety and Quality Inspection/Surveillance**

- 224 1. Responsible Officers (Surveillance Officers)
225 a. It shall be the duty of Province, City and Municipality to have an inspection
226 and evaluation of every market under his/her jurisdiction at least once in
227 every week.
228

- 229 b. It shall cause as many additional inspections and re-inspections and
230 evaluation to be made as and necessary for the enforcement and the
231 provision of these rules and regulations.
- 232 2. Mission Order
- 233 a. Mission shall be issued by the mayor for every MMS to be conducted by the
234 MI and follow-up inspection as well.
- 235 b. The Mission Order must contain: Date, MO Number of series, Name of
236 Inspectors and ID Number, Market Address to be inspected and the
237 scheduled date of inspection.
- 238 c. The immediate supervisor of the inspector shall monitor the enforcement
239 of MO.
- 240 d. Meat Market Surveillance conducted without Mission Order is prohibited.
- 241 e. The operator/owner/vendor shall report to the NMIS/City/Municipality
242 for the unauthorized inspections that may executed.
- 243 3. Aids to Inspections
- 244 The MSQI/Surveillance Officer shall carry the following items:
- 245 1. MSQI/Surveillance Form
- 246 2. Clip Board
- 247 3. Flashlight
- 248 4. Camera
- 249 5. Copies of Laws, Guidelines, Standard and other reference materials needed
250 in the surveillance/inspections
- 251 6. Field Bag
- 252 7. Sampling Kit
- 253 4. Frequency of Inspections or surveillance
- 254 In the market Surveillance should be undertaken at least once a
255 week.
- 256 5. Recording of Inspections
- 257 1. Record findings in Surveillance Forms
- 258 2. Furnish the original of Surveillance report to the
259 vendor/owner of the establishments.
- 260 6. Report of Inspections
- 261 1. The recommended corrective measure shall be specific;
- 262 2. A reasonable period for compliance or grace period shall be inclusive for
263 Saturday-Sunday and Holidays.
- 264 3. A Meat Market Surveillance Order (MMSO) shall be prepared by Inspector
265 to be approved by Municipal Veterinarian/Agriculturist.
- 266 4. Within his inspection or evaluation, the original of the inspection report
267 and Order shall be furnished and acknowledge by the vendor/market.
- 268 -The inspection report/Order shall be personally delivered.
- 269 -Mailing of Notice shall be sent through the postal service and register
270 with return card.
- 271 7. Re-inspection
- 272 1. -If upon re-inspection after the deadline, the inspector finds that
273 corrective or recommended actions has not been implemented, he shall
274 report to the municipal veterinarian and municipal veterinarian shall re-

275 write the concerned vendor/market for re-imposition of the same
276 recommendation. Failure to comply shall mean recommendation for the
277 closure of the stall/establishment./ revocation of business permit
278 2. A copy of the inspection form and any notice served shall in all cases be
279 filed and kept by Municipal Veterinarians and be available for inspection
280 by authorized official or NMIS.

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282 C. Service of Notice

- 283 1. If an inspection or evaluation form indicates non-complying items, the
284 Municipal Vet may cause to be served on the vendor/market a notice
285 (MMSO) requiring him, within the time (grace period) stated in the notice,
286 to take such remedial action as may specified therein.
287 2. If the owner/vendor needs additional time to comply with the issuance
288 MMSO, he shall request in writing prior to the expiration of the 1st Order
289 for an extension of the grace period to the Municipal Veterinarian
290 3. In the event of non-compliant with the terms of the MMSO, the Municipal
291 Veterinarian may cause the issuance of a second to 3rd notices to the
292 vendor/owner of the market.

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294 D. Appeal

295 The vendor/market owner/LRME may appeal to the Municipal veterinarian
296 of the deferment of the decision in exchange of rectification of identified problems.

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298 E. Issuance of Notice of Revocation

299 Issuance of notice of revocation by the mayor recommended by city/mun vet
300 of or non compliant vendors/market.

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302 **Section 8. LABORATORY SAMPLING AND TESTING**

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304 As need arises, the Surveillance Officer shall buy 500 g of fresh meat samples,
305 500g of processed meat products and 5 pcs of meat canned products of similar type
306 from the market and submit to the nearest NMIS Regional Laboratories for
307 detection of pathogens and residues of veterinary drugs.

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309 **Section 9. INFORMATION DISSEMINATION**

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311 1. The NMIS MSQI or Surveillance Team will cascade this program to all RTOCs
312 providing technical support and guidance along with financial support.
313 2. Then, RTOCs to bring down the information to the Provet and City Vets with
314 the expectations that the same information will be disseminated to the
315 municipal level.
316 3. The commitment of RTOCs and LGUs MSQI or Surveillance Team is very
317 critical in fulfilling this function.

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321 **Section 10. RESPONSIBILITIES**

322 1. The LGUs shall:

- 323 1. make periodic inspection/surveillance in accordance with these
- 324 guidelines to enforce MSQ in meat.
- 325 2. collect and test samples from the market at least once in every quarter
- 326 to determine adulteration, contamination and spoilage.
- 327 i. immediately prevent the sale or condemn and destroy
- 328 the meat in question.
- 329 3. submit a quarterly report to the NMIS RTOC
- 330 4. enforce the provision of these rules and regulations.

331
332 2. The NMIS

- 333 1. oversee the implementation of these guidelines;
- 334 2. create its own MMS Team to monitor the implementation of this Order
- 335 and to give technical assistance to LGUs if necessary;
- 336 3. issue the Certificate of Compliant to the compliant vendor or
- 337 market upon the recommendation of LGUs;
- 338 5. RTOC to manage the registry of meat vendors and compile list of meat
- 339 markets and submit to the NMIS CO;
- 340 6. RTOC to compile submitted report of LGUs and submit the same to the
- 341 NMIS CO;
- 342 4. adopt the Feedback Mechanism among concerned stakeholders.

344 **Section 11. STANDARDS FORMS AND FLOW CHART**

345 Standard Forms shall include the following:

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Form No	Title	Annex No
1	Meat Market Index Card	
2	Meat Market Surveillance Order	
3	Notice of Hearing	
4	Sample Receiving Form	
5	Compliance To Meat Safety and Quality Order	
6	Meat Safety Quality Inspection Compliance Sticker	
7	Flow chart	

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348 **Section 12. Mandatory Review**

349 This guidelines shall be subjected to mandatory review by the NMIS with LGUs.

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351 Section 16. Effectivity

352 This order shall take effect fifteen (15) days after its publication in the Official
353 Gazette or its filing with the UP Law Center.

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APPROVED:

PROCESO J ALCALA

Secretary

RECOMMENDING APPROVAL:

DR MINDA S MANANTAN

Executive Direct

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LGU Letter Head

Date: _____

Meat Market Surveillance Order (MMSO)

Name: _____
Address: _____
Name of Market: _____

Sir/Madam:

A Meat Safety and Quality Inspection/Surveillance was made on _____, 2014 at your market by MSQI/S Officer Mr/Ms _____ and deficiencies listed on the left column below are observed. Please correct defects with the time stated hereunder. Corresponding correction for each defect/violation is listed in the right column.

Meat Safety and Quality Defects	Recommended Corrective Actions
-Physical Situation	
-Personal Hygiene	
-Documentary Requirements	
-Labelling Requirements	
-etc	

Time Given for correction _____ Deadline: _____

A reinspection of your stall/market shall be made after the lapse of the time given for correction in order to determine compliance with this notice. Non compliance would be a violation of RA 9296 and RA 10536 etc.

Date: _____
Delivered By: _____
Received By: _____

Very truly yours,

City/Municipal Veterinarian

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Letter Head of NMIS

Meat Safety and Quality Compliance Certificate/Sticker

This stall (No ____ / Business Name _____) owned by _____ passed the Meat Safety Quality Inspection / Surveillance conducted on _____, 2014 and valid until _____, 2014 unless earlier revoked.

Recommended by:

City/min vet

Approval:

Ed/rtoc

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Letter Head of LGU

Date: _____

Notice of Hearing

Meat Safety and Quality Inspection Order No _____ S 2014

Name _____

Address _____

A second Meat Safety and Quality Inspection Order _____ dated _____ was sent and acknowledged by you or your representative via _____ last _____, giving you an additional of _____ day to correct the deficiency/ies noted by Mr/Ms _____ MSQI Officer.

This Office, however in the re-inspection conducted after the lapsed of the grace period, it was found out that the MSQ deficiencies were still not corrected.

In view of the above, you are hereby requested to appear before this Office at _____AM/PM _____, 2014 to explain why you are not able to comply.

Very truly yours,

City/Municipal veterinarian

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Letter Head of LGU

Meat Market Follow Up Card

Name of Market: _____
Operation Manager: _____
Address: _____
No. of Meat Handler: _____ No. of Trained: _____

Date of Inspection	Observation	Recommended Action
19 February	Markings: Meat brand	Secure carcass with brand
28 Feb		

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Letter Head of LGU

Meat Safety and Quality Complaint Form

By: _____

Date: _____

Against: _____

Of: _____

Nature of Complaint:

Complainant:

Date: _____

Action Taken:

Municipal Veterinarian:

Date:

Noted:

Note: Please sketch the location of complaint and establishment at the back of this form.

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Office of the Municipal Veterinarian

SAMPLE RECEIVING FORM

To whom it may concern:

This is to acknowledge receipt of the following products bought from

(Name of Vendor/Owner)

(Name of Market Stall/Market)

With Receipt No _____ on _____:

(Date)

	Product	Unit	Quantity
1.			
2.			
3.			
4.			

For lab analysis in the NMIS or for condemnation/banning for sale as per RA 9296/RA 10536.

Time of Collection: _____

MI

Conformed by:

Owner/Vendor

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Office of the Municipal Veterinarian/MAO

Date: _____

Mission Order
No. _____ S 2014

Bearer of this Order _____ of the office of the mayor through city/ Municipal veterinary Office is authorized by the undersigned to conduct an inspection/surveillance of establishment in his/her assigned area.

The following business establishments are scheduled to be inspected/evaluated on the date indicated hereunder.

	Establishment Address	Date
1.		
2.		

Mayor/city
administrator/concerned dpt head

Cc: depart head

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Date: _____

Compliance To Meat Safety and Quality Order

Name: _____
Address: _____
Name of Market: _____

Sir/Madam:

A re-inspection of your meat stall/establishment was conducted last _____ 2014 _____ of defects noted by this Officers' Meat Inspector Mr/Ms/Dr _____ as stated in Meat Safety and Quality Order No. _____ dated _____ 2014 already satisfy the NMIS rules and regulations.

In view of the above, MSQ Order No. _____, 2014 is hereby revoked.

Please coordinate with NMIS RTOCS or at this Office for whatever assistance that you need.

Thank you for your cooperation.

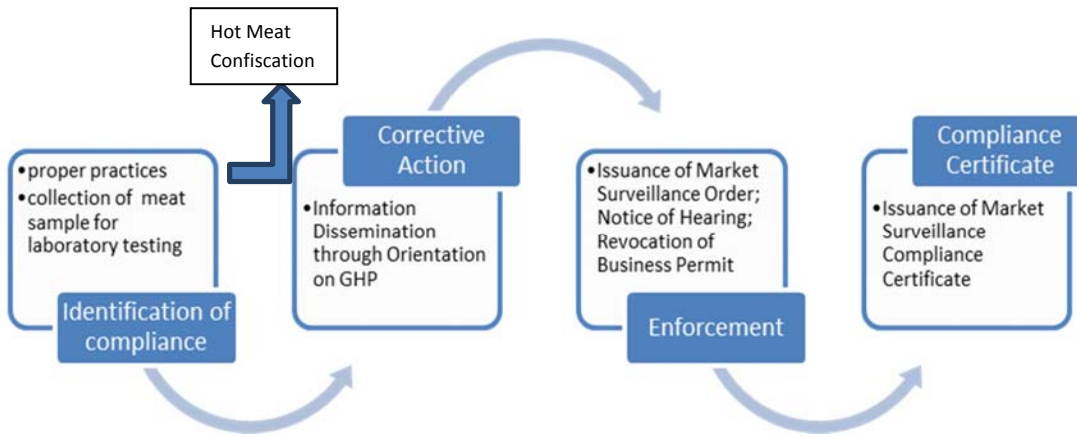
Very truly yours,

Municipal
Veterinarian/Agriculturist

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Annex

THE FRAMEWORK OR THE FLOW OF MEAT MARKET SURVEILLANCE



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References: