

NATIONAL MEAT INSPECTION SERVICE

CITIZEN'S CHARTER 2024 (1st Edition)





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I. Mandate:

The National Meat Inspection Service is a specialized regulatory agency in the Department of Agriculture that is the country's sole national controlling and competent authority on all matters pertaining to meat inspection and hygiene both for locally produced and imported meat. It was created under Presidential Decree No. 7 as National Meat Inspection Commission and renamed as National Meat Inspection Service under R.A. 9296, otherwise known as "The Meat Inspection Code of the Philippines, "As amended by R.A. 10536. NMIS is tasked to formulate, promulgate and implement laws, policies, programs and projects governing the post- harvest flow of meat in order to protect the interest and welfare of consumers and promote the development of the livestock and meat industry.

II. Vision:

Ensuring Safe and Quality Meat for a Healthy Philippines

III. Mission:

Providing modernized meat inspection service using relevant technologies to protect the consuming public while promoting the livestock and poultry sector with government and industry partners to ensure adequate supply of meat

IV. Service Pledge:

Upholding the core values of highest standards of professionalism, integrity, teamwork, and accountability, the National Meat Inspection Service, empowered as the sole national controlling authority on meat inspection and meat hygiene COMMITS TO:

- 1. Protect the meat consuming public through sustained excellent and efficient meat inspection system by implementing appropriate and innovative technologies to ensure meat safety and quality;
- 2. Support the dynamic development of livestock, poultry and meat industry that is globally competitive and responsive to food security and sustainable development;
- 3. Continuously develop the capability of our human resources and provide equitable opportunities for career growth;
- 4. Comply with statutory and regulatory requirements, and;
- 5. Determinedly ensure an efficient and sustainable meat inspection system by attending to all requesting internal and external clienteles from 8:00AM to 5:00PM even during lunch break.



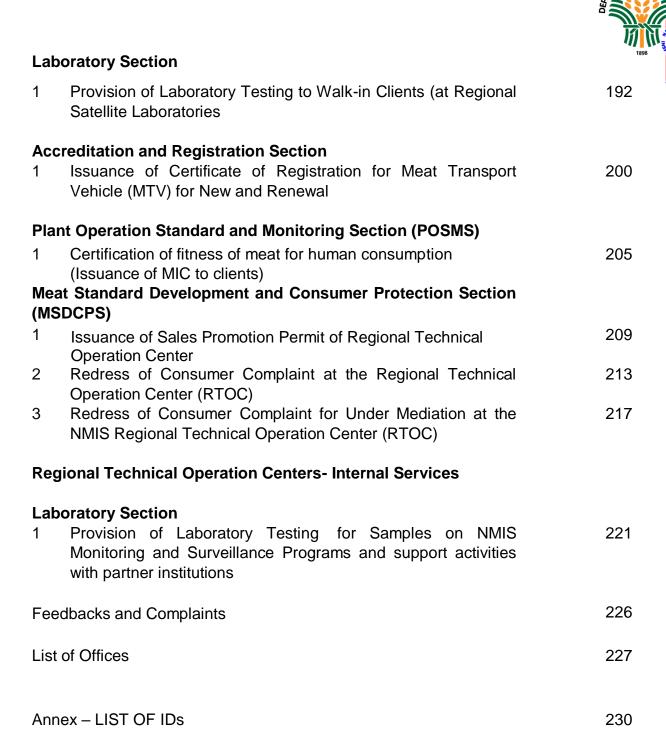
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Central Office

External Services



Accreditation and Registration Division

External Services

1. Issuance of License to Operate (LTO) to Meat Establishments (Slaughterhouse, Poultry Dressing Plant, Meat Cutting Plant, Meat Distribution Center and Cold Storage Warehouse) – Initial/ New and Renewal - MANUAL APPLICATION

Evaluation, verification of technical and documentary requirements, and inspection of Meat Establishment (ME) applying for License to Operate (LTO) to ensure compliance to structural and operational requirements.

Office or Division:	Accreditation and R	Registration Division (ARD)		
Classification:	Highly Technical			
Type of Transaction:	G2B - Government	to Business		
Who may avail:	Meat Establishmen	t Operators or Owners		
Fees to be Paid:	Refer to Table A. Fo	ees and Charges for Poultry Dressing Plant,		
	Slaughterhouse, Me	eat Cutting Plant, Meat Distribution Center		
	Defer to Toble D. C.	and Charges for Cold Ctarses		
	Warehouse	ees and Charges for Cold Storage		
	vvarenouse			
	Refer to Table C. A	pplicable Mailing Fees		
CHECKLIST OF R	EQUIREMENTS	WHERE TO SECURE		
INITIAL LTO				
1. Duly accomplished		Downloadable application form at NMIS		
prescribed by NMIS	S regulations	official website (www.nmis.gov.ph)		
(original copy)				
2. Floor plan / schem	•	Client		
	t showing the traffic			
	el, product, wastes			
and condemned) (Olivert		
3. List of equipment ar		Client		
capacity (1 photoco		Client		
4. Valid government of		Client		
Identification Card representative (1 p	` ,			
	ned or Controlled	LGU Business One Stop Shop/CDA/LGU		
	ivately owned meat	LOO Business One Stop Shop/CDA/LOO		
•	he authorization			
•	eration of meat			
	e.g. Sangguniang			
	mandatory for LGU			
owned, Valid Business Permit and/or				
•	ayor's Permit indicating type of Meat			
_	cope of activity),			
Certification issue	d by Cooperative			
Development Author	ority) (1 photocopy)			

6. Bureau of Internal Revenue (BIR) Tax Identification Number of the Meat Establishment indicating type of business (1 photocopy)	BIR RDO (where the establishment is located)
7. Environment Clearance Certificate (ECC)/ Certificate of Non-Coverage from the Department of Environment Natural Resources (DENR) - Environmental Management Bureau (EMB)/Laguna Lake Development Authority (LLDA)(1 photocopy)	Department of Environment & Natural Resources (DENR) Regional Office
8. For single proprietorship, Certificate of Business Registration issued by the Department of Trade and Industry (1 photocopy)	DTI Regional Office
 For Corporation and Partnership, Certificate of Registration issued by Securities and Exchange Commission (SEC)(1 photocopy) 	Securities and Exchange Commission (SEC)
10. Permit to Operate for Air Pollution Source-Control Installation/ Exemption Certificate (mandatory for CSW**) (1 photocopy)	DENR-EMB
11. Sanitary Permit (mandatory for CSW**) (1 photocopy)	LGU Business One Stop Shop
12. Certificate of Water Potability (1 photocopy)	LGU Health Department
13. Latest photographs of plant showing the major areas of the operation, equipment and other facilities of slaughterhouse, meat cutting plant, poultry dressing plant, distribution center/depot based on the products produced (from receiving of food animals, up to dispatch of carcasses); For CSW recent photographs of inner and outer portion (1 original copy)	Client
14. Updated and duly signed Hygiene and Sanitation Program (Good Manufacturing Practices (GMP)/ Good Operating Practices (GOP)/Sanitation Standard Operating Procedure	Client

(SSOP) for "AA" Classification (1	1896
photocopy)	
15. Official Receipt issued by NMIS for	NMIS Regional Technical Operation
LTO and processing fee (1 photocopy)	Center (RTOC), Special Collecting Officer
	(SCO)
16. Reliable recording system for readily	Client
available information (mandatory for	
CSW**) (1 photocopy)	
17. List of clientele (with specific products)	Client
for the last two (2) years, where	
applicable (mandatory for CSW**) (1	
photocopy)	Client
18. List of product and commodity stored (mandatory for CSW**) (1 photocopy)	Client
RENEWAL	
Duly accomplished application form	Downloadable application form at NMIS
as prescribed by NMIS regulations	official website (www.nmis.gov.ph)
	omoral wobolic (www.iiiiio.gov.pii)
(1 original copy)	
2. Valid Identification Card of	government or company issued ID
authorized representative (1	
photocopy)	
3. Government Owned or Controlled	LGU Business One Stop Shop
Corporation and Privately-owned	
meat establishment, the authorization	
granting the operation of meat	
establishment (e.g. Sangguniang	
Bayan Resolution mandatory for LGU	
owned, Valid Business Permit and/or	
Mayor's Permit indicating type of Meat Establishment (scope of	
activity), Certification issued by	
Cooperative Development Authority)	
(1 scanned copy)	
4. Sanitary Permit (for CSW only)	LGU Business One Stop Shop
(1 photocopy)	200 Business one stop shop
5. Permit to Operate Air Pollution	DENR-EMB
Source-Control-Installation (for CSW	
only) (1 photocopy)	
6. Certificate of Water Potability (1	LGU Health Department
photocopy)	·
7. Latest photographs of areas	Client
and equipment recently renovated	
and installed (1 original)	

8. Updated Ante-mortem and Post- mortem Inspection fee payments certification (Slaughterhouse and PDP only) (1 photocopy)		NMIS Regiona Center (RTOC Officer (SCO)	•		
9.	List of clienteles (w		Client		
	products) for the la	. , ,			
	where applicable (•			
	CSW**) (1 photoco				
10.	Official Receipt iss	=	NMIS Regiona		
	LTO and processir photocopy)	ng ree (1	Center (RTOC Officer (SCO)), Special Colle	ecting
	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE	PROCESSIN	PERSON
4			PAID	G TIME	RESPONSIBLE
1.	Accomplish the	1.1. NMIS	None	4 hours	Accreditatio
	Application form	Regional			n and
	(Access the	Technical			Registration Focal
	NMIS website and download	Operation Center (RTOC)			Regional
	the application	- Accreditation			Technical
	form) Fill in all	& Registration			Operation
	the fields. Mark	Section (ARS)			Centers
	required field	Focal to			(RTOC)
	with N/A if not	receive and			(11100)
	applicable and	verify the			
	submit duly	veracity of			
	accomplished	submitted			
	application form	application			
	and	form for			
	requirements to	completeness			
	RTOC ARS	and accuracy			
		of documentary			
		requirements.			
		1.2 Issue			
		Statement of			
		Account (SOA)			
		and endorse for			
		payment to Special			
		Collecting Officer			
		(SCO)			
2.	Pay the	2.1. Receives	For Fees	1 working	Special
	corresponding	the		day	Collecting
	fees as	payment	Table A.		Officer
		and issue	Fees and		

				///
prescribed by DA/ NMIS regulation Note: Payment on fees and charges does not guarantee approval of application	Official Receipt (OR) 2.2. Endorse the complete documents to NMIS Central	Charges for Poultry Dressing Plant, Slaughterh ouse, Meat Cutting Plant, Meat Distributio n Center* Table B. Fees and Charges for Cold Storage Warehouse** For Mailing Fee Refer to Table C None	4 working days	Regional Technical Operation Centers (RTOC) Accreditatio n and Registration Focal
	2.3 Receive and evaluate endorsed application from the NMIS Regional Technical Operation Center (RTOC) thru records unit for completeness 2.4 Schedule onsite evaluation/	None	3 working days	Regional Technical Operation Centers (RTOC) Meat Inspector III or Senior Meat Control Officer Accreditation and Registration Division Accreditatio n and

	Meat Safety			Registration
	and Quality			Focal
	Assurance			Regional
	(MSQA) audit			Technical
	of the Meat			Operation
	Establishment			Centers
	and identify			(RTOC)
	evaluators			,
	and/or MSQA			
	auditors and			
	endorse to			
	ARD CO			
	Note. For			
	evaluation/ MSQA			
	audit outside the			
	region ARD			
	Central office			
	shall assign			
	MSQA auditors			
	to Client MEs			A 4 4
	2.5 Preparation of Memorandum			Meat
	and Travel			Inspector III
	authority of			or Senior
	Evaluators and			Meat
	or MSQA			Control
	Auditors			Officer
	, taantoro			Accreditatio
				n and
				Registration
				Division
				Accreditatio
				n and
				Registration
				Focal
				Regional
				Technical
				Operation
				Centers
				(RTOC)
3. Assign key	3.1 On-site/ Virtual	None	7 days	Accreditatio
officers of the	evaluation on			n and
company and	structural			Registration
with on-going	requirements/			

			<i>'11</i> \\	11
operation	MSQA audit		Focal Meat]
during the on-	3.2 Discuss and		Import and	
site/virtual	provide copy of		Export	
evaluation/	findings and		Focal	
MSQA audit	results with the		Plant	
	management		Operation	
Acknowledge	and require		Standard	
result of the	submission of Corrective and		and	
evaluation/audit	Preventive		Monitoring	
findings	Action (CAPA)		Section	
Note: For	plan		Focal	
Corrective action,	3.3 Preparation of		Regional	
Client will submit	the final		Technical	
to NMIS RTOC	evaluation/audit		Operation	
the Corrective	report		Centers	
Action and			(RTOC)	
Preventive Action			,	
(CAPA) including			Meat	
all supporting			Inspector III	
documents ((such			or Senior	
as but not limited			Meat	
to photos,			Control	
records/ data) on			Officer	
the identified deviations			Accreditatio	
deviations			n and	
Note:			Registration	
For on-site follow-			Division	
up/close-out	3.4 Review and		Chief Meat	1
audit, Assign key	approval of the		Control Officer	
officers and with	final evaluation		Accreditation	
on-going			and	
operation)			Registration	
	0.5.5.1		Division	4
	3.5 Endorse		Meat	
	approved evaluation/		Inspector III	
	audit report to		or Senior	
	client and		Meat Control	
	RTOC		Officer	
			Accreditatio	
	Note: Compliant		n and	
	MEs for LTO		Registration	
	issuance		Division	

Non-compliant ME's for on-site/ offsite follow up audit	Records **** Officer II Records Unit
For onsite / offsite follow-up audit, procedures from Step 2.4 will be repeated until compliant based on the NMIS approved issuances*.	
3.6 Prepare LTO for compliant	Meat Inspector III
MEs.	or Senior Meat Control Officer
	Accreditatio n and
	Registration Division Records
	Officer II Records
	Unit
3.7 Final review of LTO	Chief Meat Control Officer
	Accreditatio
	n and Registration Division
3.8 Approval of LTO	Executive Director Office of the
	Executive Director

	3.9 Release of approved LTO Certificate to client thru mail / pick-up by applicant /RTOC (e.g. recording, scanning, dry sealing) and transmittal			Records Officer II Records Unit
4. Receive LTO certificate and provide feedback satisfaction survey	4.1. Provide the Standardize d Client/ Customer Satisfaction Survey Form	None	1 hour	Records Officer II Records Unit
	TOTAL	Table A. Fees and Charges for Poultry Dressing Plant, Slaughterh ouse, Meat Cutting Plant, Meat Distribution Center	16 working days and 5 hours	
		Table B. Fees and Charges for Cold Storage Warehous e Table C. Mailing Fee		



Table A. Fees and Charges for Poultry Dressing Plant, Slaughterhouse, Meat Cutting Plant, Meat Distribution Center

NMIS Memorandum Circular No. 08-2017-013, IRR on Licensing of Meat Establishment with National and International Distribution

	Clas AA		Class AAA		Class AAA TOTA L		OTA L
Initial/New Applicant: valid for 6 months	LTO fee (PHP700.00)	Processi ng Fee (PHP 500.00)			PHP	1,200.00	
Upgrading/Initial			LTO fee	Processing	AA	AAA	
: valid for 6 months			(PHP 700.00)	Fee (PHP 500.00)		PHP 1,200.00	
Renewal: valid for 1 year	LTO fee (PHP 3,500.00)	Processi ng Fee (PHP 500.00)	LTO fee (PHP 4,167.00)	Processing Fee (PHP 500.00)	PHP 4,000.00	PHP 4,667.00	
Renewal: valid for 3 years	LTO fee (PHP 10,500.00)	Processi ng Fee (PHP 500.00)	LTO fee (PHP 12,500.00)	Processing Fee (PHP 500.00)	PHP 11,000.00	PHP 13,000.00	

Table B. Fees and Charges for Cold Storage Warehouse

DA Administrative Circular No.1 series of 2021, Mandatory Accreditation of Cold Storage Warehouses (CSWs) for Agricultural and Fishery Products.

()				
Cold Storage Warehouse	Class AA	Class AAA	TOTAL	
(initial LTO valid	LTO fee	LTO fee Php	Class AA	Class AAA
for 6 months and renewal valid for two (2) years)	Php 4,000.00	5,000.00	Php 4,000.00	Php 5,000.00

For Mailing Fee:

Memorandum Order No. CO-01-2024-038 "Current Courier Service Mailing Rate/Fee for Clients Availing the Delivery Services of documents from Central Office to their Requested Address/Location"

Region/Location	Current Mailing Rate/Fee					
	Accreditation Certificate - MIT/LTO initial, etc. (A4 size paper)	Other Documents (Legal size paper)	LTO Certificate (A3 size paper)			
NCR	PHP 106.72	PHP 132.90	PHP 230.00			
North Luzon	PHP 132.52	PHP 144.80	PHP 245.00			
South Luzon	PHP 142.52	PHP 144.80	PHP 245.00			
Visayas	PHP 144.42	PHP 156.70	PHP 285.00			
Mindanao	PHP144.42	PHP 156.70	PHP 285.00			

2. Issuance of License to Operate (LTO) to Meat Establishments (Slaughterhouse, Poultry Dressing Plant, Meat Cutting Plant, Meat Distribution Center and Cold Storage Warehouse) - Initial/ New and Renewal - ONLINE APPLICATION-NARIS

Evaluation, verification of technical and documentary requirements, and inspection of Meat Establishment (ME) applying for License to Operate to ensure compliance to structural and operational requirements.

Office or Division:	Accreditation and Registration Division (ARD)				
Classification:	Highly Technical				
Type of Transaction:	G2B - Government to Business				
Who may avail:	Meat Establishmen	t Operators or Owners			
Fees to be Paid:	Refer to Table A. F	ees and Charges for Poultry Dressing Plant,			
	Slaughterhouse, Mo	eat Cutting Plant, Meat Distribution Center			
	Defer to Toble D. C.	and Charges for Cold Ctares			
		ees and Charges for Cold Storage			
	Warehouse				
	Refer to Table C. A	pplicable Mailing Fees			
CHECKLIST OF R	EQUIREMENTS	WHERE TO SECURE			
INITIAL LTO					
1. Floor plan / schem	•	Client			
	t showing the traffic				
· •	el, product, wastes				
and condemned) (OII .			
2. List of equipment ar		Client			
capacity (1 photoco		Ol: 4			
3. Valid government or company issued		Client			
Identification Card	` ,				
representative (1 photocopy) 4. Government Owned or Controlled LGU Business One Stop Shop/CDA/LGU					
		LGU Business One Stop Shop/CDA/LGU			
•	ivately owned meat he authorization				
,	eration of meat				
	e.g. Sangguniang				
	mandatory for LGU				
_	ness Permit and/or				
*	icating type of Meat				
Establishment (so	5 7 1				
`	d by Cooperative	• / ·			
	ority) (1 photocopy)	· '			
5. Bureau of Internal	Revenue (BIR) Tax	BIR RDO (where the establishment is			
	nber of the Meat	located)			
Establishment indic	cating type of				

	W _(()
business (1 photocopy)	1896
6. Environment Clearance Certificate (ECC)/ Certificate of Non-Coverage from the Department of Environment Natural Resources (DENR) - Environmental Management Bureau (EMB)/Laguna Lake Development Authority (LLDA)(1 photocopy)	Department of Environment & Natural Resources (DENR) Regional Office
7. For single proprietorship, Certificate of Business Registration issued by the Department of Trade and Industry (1 photocopy)	DTI Regional Office
8. For Corporation and Partnership, Certificate of Registration issued by Securities and Exchange Commission (SEC)(1 photocopy)	Securities and Exchange Commission (SEC)
9. Permit to Operate for Air Pollution Source-Control Installation/ Exemption Certificate (mandatory for CSW**) (1 photocopy)	DENR-EMB
10. Sanitary Permit (mandatory for CSW**) (1 photocopy)	LGU Business One Stop Shop
11. Certificate of Water Potability (1 photocopy)	LGU Health Department
12. Latest photographs of plant showing the major areas of the operation, equipment and other facilities of slaughterhouse, meat cutting plant, poultry dressing plant, distribution center/depot based on the products produced (from receiving of food animals, up to dispatch of carcasses); For CSW recent photographs of inner and outer portion (1 original copy)	Client
13. Updated and duly signed Hygiene and Sanitation Program (Good Manufacturing Practices (GMP)/ Good Operating Practices (GOP)/Sanitation Standard Operating Procedure (SSOP) for "AA" Classification (1 photocopy)	Client

	""
14. Official Receipt issued by NMIS for LTO and processing fee (1 photocopy)	NMIS Regional Technical Operation Center (RTOC), Special Collecting Officer (SCO)
15. Reliable recording system for readily available information (mandatory for CSW**) (1 photocopy)	Client
16. List of clientele (with specific products) for the last two (2) years, where applicable (mandatory for CSW**) (1 photocopy)	Client
17. List of product and commodity stored (mandatory for CSW**) (1 photocopy) RENEWAL	Client
Valid Identification Card of	government or company issued ID
authorized representative (1 photocopy)	government or company issued ID
2. Government Owned or Controlled Corporation and Privately-owned meat establishment, the authorization granting the operation of meat establishment (e.g. Sangguniang Bayan Resolution mandatory for LGU owned, Valid Business Permit and/or Mayor's Permit indicating type of Meat Establishment (scope of activity), Certification issued by Cooperative Development Authority) (1 scanned copy)	LGU Business One Stop Shop
3. Sanitary Permit (for CSW only) (1 photocopy)	LGU Business One Stop Shop
 Permit to Operate Air Pollution Source-Control-Installation (for CSW only) (1 photocopy) 	DENR-EMB
Certificate of Water Potability (1 photocopy)	LGU Health Department
6. Latest photographs of areas and equipment recently renovated and installed (1 original)	Client
7. Updated Ante-mortem and Post- mortem Inspection fee payments certification (Slaughterhouse and PDP only) (1 photocopy)	NMIS Regional Technical Operation Center (RTOC), Special Collecting Officer (SCO)
8. List of clienteles (with specific	Client
products) for the last two (2) years,	

				<i>\\\\</i>
where applicable (mandatory for			1898
CSW**) (1 photoco				
Official Receipt issued by NMIS for		NMIS Regional Technical Operation		
LTO and processing fee (1		Center (RTOC)), Special Colle	ecting
photocopy)		Officer (SCO)	DD 00500IN	DEDOON
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
1. Access www.naris.nmis.g ov.ph and Register and fill out online application form* and attach documentary requirements and submit. Note: Scan and prepare documentary requirements and save into one folder prior to on- line application. Shall monitor their NARIS Account for any notification from NMIS	1.1. Review the submitted application in NARIS 1.2a For compliant applications, notify the client to proceed with the payment of corresponding fees to NMIS Regional Technical Operation Center where the meat establishment is located 1.2b For noncompliant applications, notify the client on the deficiency cited during the verification.	None	4 hours	Accreditatio n and Registration Verifier Accreditatio n and Registration Division
2. Request from NMIS RTOC ARS for the Statement of Account / Order of Payment	2.1. NMIS RTOC ARS issue Statement of Account (SOA) / Order of Payment (OP)	None	1 working day	Special Collecting Officer (SCO) Regional Technical Operation Centers (RTOC)

				1898
3. Paythe corresponding fees as prescribed by DA/NMIS regulation	3.1 Receives the payment and issue Official Receipt (OR)	Table A. Fees and Charges for Poultry Dressing Plant, Slaughterh ouse, Meat Cutting Plant, Meat Distribution Center Table B. Fees and Charges for Cold Storage Warehouse Table C. Mailing Fee	4 working days	Accreditation In and Registration Focal Regional Technical Operation Centers (RTOC)
4. Log in to NARIS website and attach Official Receipt	4.1. Review the submitted OR 4.2. Notify the client on approved payment. Note: Only fully paid applications shall be endorsed for Evaluation/ MSQA audit and shall serve as reference for scheduling of evaluation and/or MSQA audit	None	4 hours	Accreditation and Registration Verifier Accreditation and Registration Division
5. Receive notification on the schedule of onsite/ virtual	5.1. Schedule on- site/virtual evaluation/M SQA audit of	None	3 working days	Accreditatio n and Registration

evaluation/ MSQA audit	the Meat Establishment and identify evaluators and or MSQA auditors and endorse to ARD CO Note. For evaluation/ MSQA audit outside the region ARD Central Office shall assign MSQA auditors to Client MEs			Regional Technical Operation Centers (RTOC)
	5.2. Preparatio n of Memorand um and Travel authority of Evaluators and or MSQA Auditors			Meat Inspector III or Senior Meat Control Officer Accreditatio n and Registration Division Accreditatio n and Registration Regional Technical Operation Centers (RTOC)
6. Assign key officers of the company and with on-going operation during the onsite/virtual evaluation/MSQ	6.1. On-site evaluation on structural requireme nts/ MSQA audit	None	7 working days	Accreditatio n and Registration Focal Meat Import and Export Sections

A audit	6.2. Discuss and	(Focal)
	provide	Focal Plant
*Acknowledges	copy of	Operation
result of the	findings and	Standard
evaluation/audit	results with	and
findings/	the	Monitoring
Acknowledges	managemen	Section
approved evaluation/ audit	t and	(POSMS)
report	require submission	Focal
Тероп	of	Regional
Note: The client	Corrective	Technical
submit to NMIS	and	Operation
RTOC the	Preventive	Centers
Corrective Action	Action	(RTOC)
and Preventive	(CAPA) plan	Meat
Action (CAPA)		Safety and
Plan Report		Quality
including all		Assurance
supporting		Auditor
documents (such as but not limited to		(MSQA)
photos, records/		
data) on the	6.3. Preparatio	Meat Inspector
identified	n of the	III or Senior
deviations	final	Meat Control
	evaluation/	Officer
Note:	audit	Accreditation
For on-site follow-	report	and
up/close- out audit,		Registration
Assign key officers	6.4. Review and	Division Chief
and with on-going	approval of	Meat
Operation	the final	Control
	evaluation/	Officer
	audit report	Accreditati
		Accreditati on and
		Registrati
		On Division
		Division

evalu audit to cli	oved Juation/ Juation			Meat Inspector III or Senior Meat Control Officer Accreditatio n and Registration Division Records Officer II Records Unit
6.6 Prepa for cor MEs.	re LTO	None	1 working day	Meat Inspector III or Senior Meat Control Officer Accreditatio n and Registration Division
6.7 Final r				Chief Meat Control Officer Accreditatio n and Registration Division

				/// (IV
	6.8 Approval of LTO			Executive Director
				Office of the Executive
				Director
	6.9 Release of			Records
	approved LTO			Officer II
	Certificate to client thru			Records
	mail / pick-up			Unit
	by applicant /			
	RTOC (e.g.			
	recording,			
	scanning, dry			
	sealing) and transmittal			
7. Receive LTO	7.1. Provide the	None	1 hour	Records
certificate and	Standardize			Officer II
provide	d Client/			Records
feedback	Customer			Unit
satisfaction	Satisfaction Survey			
survey	Form			
	TOTAL	Table A. Fees and Charges for	14 working days	
		Poultry		
		Dressing Plant,		
		Slaughterhou		
		se, Meat		
		Cutting		
		Plant, Meat Distribution		
		Center		
		Table B.		
		Fees and		
		Charges for		
		Cold Storage Warehouse		
		Table C. Mailing Fee		



Table A. Fees and Charges for Poultry Dressing Plant, Slaughterhouse, Meat Cutting Plant, Meat Distribution Center

NMIS Memorandum Circular No. 08-2017-013, IRR on Licensing of Meat Establishment with National and International Distribution

	Clas AA		Class AAA		TOTA L	
Initial/New Applicant: valid for 6 months	LTO fee (PHP700.00)	Processi ng Fee (PHP 500.00)			PHP	1,200.00
Upgrading/Initial			LTO fee	Processing	AA	AAA
: valid for 6 months			(PHP 700.00)	Fee (PHP 500.00)		PHP 1,200.00
Renewal: valid for 1 year	LTO fee (PHP 3,500.00)	Processi ng Fee (PHP 500.00)	LTO fee (PHP 4,167.00)	Processing Fee (PHP 500.00)	PHP 4,000.00	PHP 4,667.00
Renewal: valid for 3 years	LTO fee (PHP 10,500.00)	Processi ng Fee (PHP 500.00)	LTO fee (PHP 12,500.00)	Processing Fee (PHP 500.00)	PHP 11,000.00	PHP 13,000.00

Table B. Fees and Charges for Cold Storage Warehouse

DA Administrative Circular No.1 series of 2021, Mandatory Accreditation of Cold Storage Warehouses

(CSWs) for Agricultural and Fishery Products.

Cold Storage Warehouse	Class AA	Class AAA	7	OTAL
(initial LTO valid	LTO fee	LTO fee Php	Class AA	Class AAA
for 6 months and renewal valid for	Php 4,000.00	5,000.00	Php 4,000.00	Php 5,000.00
two (2) years)				

For Mailing Fee:

Memorandum Order No. CO-01-2024-038 "Current Courier Service Mailing Rate/Fee for Clients Availing the Delivery Services of documents from Central Office to their Requested Address/Location"

Region/Location		Current Mailing Rate/Fee			
	Accreditation Certificate - MIT/LTO initial, etc. (A4 size paper)	Other Documents (Legal size paper)	LTO Certificate (A3 size paper)		
NCR	PHP 106.72	PHP 132.90	PHP 230.00		
North Luzon	PHP 132.52	PHP 144.80	PHP 245.00		
South Luzon	PHP 142.52	PHP 144.80	PHP 245.00		
Visayas	PHP 144.42	PHP 156.70	PHP 285.00		
Mindanao	PHP144.42	PHP 156.70	PHP 285.00		



3. Issuance of the NMIS HACCP Certificate for New and Renewal

In compliance to DA Administrative Order No.21 series of 2004 also known as "Mandatory Application of Good Manufacturing Practices (GMP) in all NMIS accredited "AAA" Meat Establishments", and DA Administrative Order No.9 Series of 2003 also known as "Mandatory Application of Hazard Analysis and Critical Control Point (HACCP) Program in all NMIC accredited "AAA" Meat Establishments".

=	1			
Office or Division:	Accreditation and Registration Division			
Classification:	Highly Technical			
Type of Transaction:	G2B – Government t			
Who may avail:	Meat Establishment Operators or Owners			
Fees to be Paid:	(PHP 5,000.00 x # of site/location/product type/product format and/or			format and/or
	process)			
CHECKLIST OF R	EQUIREMENTS	W	HERE TO SECU	RE
Basic Requirements		Oli a va t		
Letter of intent to	for HACCP	Client		
certification	any LIACCD Manual			
	any HACCP Manual			
based on Code 2. Official Receipt for pa		NMIS RTOC Sp	ecial Collecting O	fficer
Certification Fee (1 p		Talvilo IXI OO OP	Colai Collecting O	
copy)	nototopy of sourmou			
	AGENCY	FEES TO BE	PROCESSING	PERSON
CLIENT STEPS	ACTIONS	PAID	TIME	RESPONSIBLE
1. Submit letter of	1.1 NMIS	None	1 working day	Accreditation
intent and HACCP	Regional			and Registration
manual	Technical			Focal
	Operation Center			Regional
	(RTOC) – MSQA			Technical
	Focal receives			Operation
	letter intent and			Centers
	HACCP manual			(RTOC)
	1.2 Issue SOA	HACCP Fee		
	and endorse to	PHP -		
	SCO for payment	5, 000.00 per		
		site/ location,		
	1.3 Issuance of OR	product type,		Special
		product		Collecting
		format and/or		Officer (SCO)
		process		Regional
				Technical
		For Mailing		Operation
		Fee		Centers
		Refer to the		(RTOC)
		Table Below		

				41
	1.4. NMIS RTOC to endorse letter of intent, HACCP manual and OR to NMIS CO	None	3 working days	Accreditation and Registration Focal Regional Technical Operation Centers (RTOC)
	1.5 Receive the endorsed letter of intent and HACCP manual thru transmittal and Conduct "desk audit review" of the HACCP Manual.	None	2 working days	Meat Inspector III or Senior Meat Control Officer Accreditation and Registration Division
Acknowledges "HACCP Desk Audit Review" Report.	2.1 Preparation of HACCP desk audit review report		1 hour	Meat Inspector III or Senior Meat Control Officer Accreditation and Registration Division
	2.2. Review and recommendatio n for approval of OED		4 hours	Chief Meat Control Officer Accreditation and Registration Division
	2.3 Approve the HACCP desk review report		4 hours	Executive Director Office of the Executive Director
	2.4 Endorsement of approved HACCP desk review report to client copy furnish RTOC through Record Unit		4 hours	Meat Inspector III or Senior Meat Control Officer Accreditation and Registration Division
	Note:			

	For non- compliant HACCP Manual that requires major revisions, repeat procedure from step 1 until compliant If compliant with the requirements (HACCP Codex- based) proceed to scheduling of HACCP audit			1890
	2.5 Schedule the on-site/ virtual HACCP audit and prepare Memorandum and Travel orders for Meat Safety & Quality Assurance (MSQA) Auditors	None	2 working days	Senior Meat Control Officer Accreditation and Registration Division
3.Assign key officers of the company and with on-going operations (products/process for HACCP audit)	3.1. On- site/Virtual HACCP audit 3.2 Discuss the findings and result with the management and require to submit CAPA	None	5 days	MSQA (HACCP) Auditors RTOC/NMIS

				/// (IV
*Acknowledges the result of the HACCP audit findings Note: Submit to	3.3 Preparation of audit report for submission to CO-ARD			1896
NMIS RTOC the Corrective Action and Preventive Action (CAPA) plan Report including all supporting	Note: Compliant ME's shall be endorse for HACCP certification			
documents (such as but not limited to photos, records/ data) on the identified deviations	Non-compliant ME's will be subject for on- site/ off-site follow up audit			
	For onsite follow- up audit, the procedures from Step 4 will be repeated until compliant			
	3.4.Preparation of HACCP Certificate	None	4 hours	Meat Inspector III or Senior Meat Control Officer Accreditation and Registration Division
	3.5. Final Review of HACCP Certificate	None	1 hour	Chief Meat Control Officer Accreditation and Registration Division
	3.6. Approval of HACCP certificate	None	1 hour	Executive Director Office of the Executive Director
	3.7. Release of approved HACCP Certificate to	None	1 hour	Records Officer II Records Unit

				/// (N ₂
	records unit			1090
	for walk in			
	client or			
	transmittal to			
	NMIS RTOC			
4. Receive HACCP	4.1 Provide the	None	1 hour	Records Officer
certificate and	Standardized			
provide feedback	Client/Custom			Records Unit
satisfaction survey	er Satisfaction			
	Survey Form			
	TOTAL	HACCP fee	15 working	
		Php 5,000	days and 5	
		per product/	hours	
		process +		
		mailing fee if		
		applicable		

For Mailing Fee:

Memorandum Order No. CO-01-2024-038 "Current Courier Service Mailing Rate/Fee for Clients Availing the Delivery Services of documents from Central Office to their Requested Address/Location"

Region/Location		Current Mailing Rate/Fee			
	Accreditation Certificate - MIT/LTO initial, etc. (A4 size paper)	Other Documents (Legal size paper)	LTO Certificate (A3 size paper)		
NCR	PHP 106.72	PHP 132.90	PHP 230.00		
North Luzon	PHP 132.52	PHP 144.80	PHP 245.00		
South Luzon	PHP 142.52	PHP 144.80	PHP 245.00		
Visayas	PHP 144.42	PHP 156.70	PHP 285.00		
Mindanao	PHP144.42	PHP 156.70	PHP 285.00		



Laboratory Division

External Services



1. Provision of Laboratory Testing to Walk-in Clients

The Laboratory Services Division shall be responsible for the conduct of analytical tests to verify quality, safety, and wholesomeness of meat and meat products at all stages of production, distribution and sale. It shall also be responsible for the accurate interpretation of results and analyses of data resulting from conducted analytical tests.

This procedure covers the activities involved in the provision of laboratory testing services starting from the acceptance of samples for testing, up to releasing of laboratory test reports.

Office or Division:	Laboratory Div	ision		
Classification:	Highly Technic	al		
Type of Transaction:		ment to Citizens		
	G2B – Governi	ment to Business		
	G2G – Government to Government			
Who may avail:	All			
Fees to be Paid:	`	st Requested x No. of Samples) + Mailing Fee, if		
	applicable			
CHECKLIST OF REQU	IREMENTS	WHERE TO SECURE		
1. Duly Accomplished Lab	•	Receiving Area at NMIS Central Meat Laboratory		
Request Form (1 original	al copy)	or downloadable at		
		October 11 decreases 15 decreases 15		
O Official Descript of Deial		Central Laboratory Request Form (nmis.gov.ph)		
2. Official Receipt of Paid	-	NMIS Cashier Section		
Test Fees (1 original co 3. Samples for Laboratory		Client		
must be hygienically a	•	Client		
packed, sealed and lab	•			
no unusual odor.	beleu, and with			
no unusual odol.				
Additional Notes:				
For the Physical T o	ests. average			
sample weight mus	, ,			
minimum.	J,			
For the Microbiolo	gical Tests,			
average sample weight for meat must				
be 250g, minimum. And for ceccal				
content or intact ceccum; average				
sample weight must be 50g, minimum.				
Average sample temperature must be				
10°C or below				



For the **Parasitological Test**, average sample weight must be 250g, minimum.

For the Chemical/Veterinary Drug Residue Test, average sample weight is 250grams excluding fat tissues

For the **Molecular Biology Test,** average sample weight is 5g, minimum

For laboratory tests required for the **Issuance of Official Meat Inspection Certificate,** samples must comply with requirements of importing country

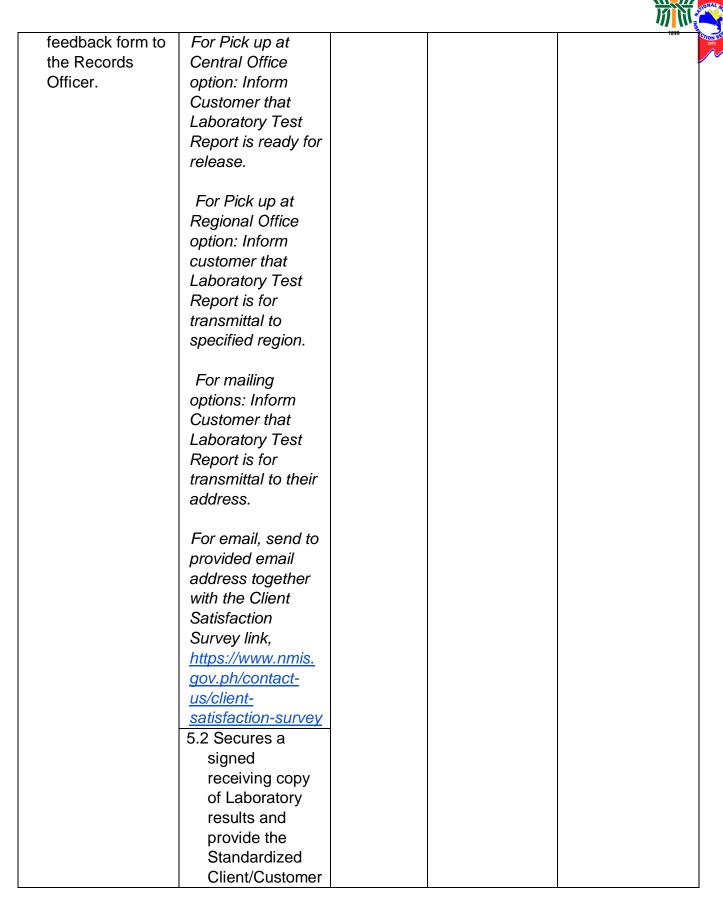
requirements of im	porting country			
CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON
		BE PAID	TIME	RESPONSIBLE
1. Submits sample	1.1 Check the	None	15 minutes	Receiving Officer
at the Receiving	compliance of			Laboratory
area of Central	samples as			Division
Meat Laboratory,	stated in the			
in person or via	requirements.			
courier.	Use the check			
	boxes at the			
	Laboratory			
	Request Form			
	(LRF).			
	1.2 Provides LRF	None	1 hour	Receiving Officer
	to the client in			Laboratory
	person or via			Division
	email. This			
	form is also			
	downloadable			
	at <u>Central</u>			
	<u>Laboratory</u>			
	Request Form			
	(nmis.gov.ph)			
2. Fill-up and submit	2.1 Verify the	None	15 minutes	Receiving Officer
LRF at the	accomplished			Laboratory
Receiving area or	LRF			Division
via email.	2.2 Issues a	Laboratory	30 minutes	Receiving Officer
	Statement of	Test Fee:		Laboratory
	Account			Division

	(SOA) and Order of Payment (OP). Include mailing fee, if applicable. Note: If client will not	Refer to Table of Laborator y Tests and their correspon ding fees.		1890
	pay upon submission, Laboratory Sample Waiver Agreement will be given to the client, in person or via email.	Mailing Fee (optional): Pleas e refer to Table A.		
3. Receives SOA & OP from the Receiving Officer, and submits the documents together with the Payment for Laboratory Test Fees to the Cashier in Groundfloor MITDC Building	3.1 Receives the SOA, OP, and Payment for Laboratory Test Fees *Receives copy of the transaction and reference number for fees paid via Landbank	None	*Standard Bank to Bank Processing Time	Administrative Officer II Cashier Section
*If laboratory fees are to be paid via	Epayment Portal. Then verify the transaction.			
Landbank Epayment Portal, go to https://www.lbp- eservices.com/egp s/portal/Merchants .jsp. Then choose National Meat Inspection Service for Merchant and	3.2 Issues Official Receipt	None	10 minutes	Administrative Officer II Cashier Section

Laboratory fees for transaction Type. And select the Payment option . Submit a copy of the transaction				1850
with reference number.				
4. Present OR to the Receiving Officer at CML and if desired,	4.1 Photocopy the OR and record the number in LRF	None	10 minutes	Receiving Officer Laboratory Division
secure a photocopy of LRF.	4.2 Assign LD Control Number to the accomplished LRF	None	40 minutes	Receiving Officer Laboratory Division
	4.3 Return original OR to Client and a photocopy of accomplished LRF	None	15 minutes	Receiving Officer Laboratory Division
	4.4 Record in logbook the details of samples received	None	1 hour	Receiving Officer Laboratory Division
	4.5 Prepare a Job Order Form to the responsible section or sections based on the laboratory test requested by the client.	None	30 minutes	Receiving Officer Laboratory Division
	4.6 Forward the sample together with the accomplished	None	15 minutes	Receiving Officer Laboratory Division

Job Order Form			1898
4.7 Testing of samples is conducted in this step by the assigned analyst/analysts. If laboratory	None	See Table below for processing time of each laboratory test	Section Analyst Laboratory Division
tests requested concern different sections, it will be forwarded in the order of which contamination is minimized. Generally, it will be forwarded first to Microbiology, then Chemistry and Biotech.			
4.8 Verify the validity of results on the tests conducted	None	1 Day	Section Analyst Laboratory Division
4.9 Print out of Laboratory Results	None	20 minutes	Section Analyst Laboratory Division
4.10 Forward the printed Laboratory Results to signatories	None	20 minutes	Section Analyst Laboratory Division
4.11 Sign the laboratory Results	None	1 hour	Section Head Laboratory Division
			Division Head

					1898
					Laboratory Division
		4.12 Photocopy duly signed Laboratory Test Report for record keeping and as receiving copy.	None	30 minutes	Receiving Officer Laboratory Division
		4.13 Seal Laboratory Report in brown envelope labeled with respective LD Control No/s, customer's name, address and contact details.	None	10 minutes	Receiving Officer Laboratory Division
		4.14 Indicate customer's preferred method of releasing the laboratory result in the envelope and its address.	None	10 minutes	Receiving Officer Laboratory Division
		4.15 Forward the envelope to the Records Section for releasing.	None	10 minutes	Receiving Officer Laboratory Division
5.	Claim the Laboratory Results, sign the receiving copy/form of the result and fill up the Feedback form. Then returns the	5.1 Releases the laboratory results and gives a copy of Customer Satisfaction Feedback Form to the client.	None	10 minutes	Records Officer II Records Unit



			///
Satisfaction			1898 577
Survey Form			
	(Laboratory	2 Days +	
	Test	Processing	
	Requested	Time of	
	x No. of	Laboratory Test	
	Samples) +	Requested +	
	Mailing	Mailing Time, if	
	Fee, if	applicable	
	applicable		

LABORATORY TEST	FEE	PROCESSING TIME
PHYSICAL TEST		
Organoleptic test	PHP 50.00	2 Days
рН	PHP 35.00	2 Days
MICROBIOLOGICAL TEST		
Standard/Aerobic Plate Count	PHP 150.00	7 Days
Coliform Count	PHP 150.00	10 Days
Salmonella sp.	PHP 350.00	10 Days
Staphylococcus aureus	PHP 350.00	7 Days
E.Coli	PHP 350.00	7 Days
E. coli and E.Coli 0157:H7	PHP 700.00	15 Days
Campylobacter	PHP 1,500.00	10 Days
Yeast and Molds	PHP 300.00	7 Days
Culture and Sensitivity Test - Gram Positive Test AST	PHP 1,500.00	16 Days
Culture and Sensitivity Test - Gram Negative Test AST	PHP 1,500.00	16 Days
PARASITOLOGICAL TEST		
Trichinella spp. Identification	PHP 150.00	3 Days

CHEMICAL/VETERINARY DRUG RESIDI	169	
Beta-lactams (Microbial Inhibition Test)	PHP 375.00	5 Days
Tetracyclines (Microbial Inhibition Test)	PHP 375.00	5 Days
Sulfonamides (Microbial Inhibition Test)	PHP 375.00	5 Days
Aminoglycosides (Microbial Inhibition Test)	PHP 375.00	5 Days
Quinolones (Microbial Inhibition Test)	PHP 375.00	5 Days
Macrolides (Microbial Inhibition Test)	PHP 375.00	5 Days
Chloramphenicol (ELISA)	PHP 1,500.00	6 Days
Nitrofurans AOZ (ELISA)	PHP 1,500.00	6 Days
Nitrofurans AMOZ (ELISA)	PHP 1,500.00	6 Days
Olaquindox (ELISA)	PHP 1,500.00	6 Days
Beta-Agonists (ELISA)	PHP 1,500.00	6 Days
Stilbenes (ELISA)	PHP 1,500.00	6 Days
Corticosteroids (ELISA)	PHP 1,500.00	6 Days
Ractopamine (ELISA)	PHP 1,500.00	6 Days
MOLECULAR BIOLOGY TEST (Species I	dentification/DNA	Test)
Goat	PHP 1,500.00	5 Days
Chicken	PHP 1,500.00	5 Days
Cattle	PHP 1,500.00	5 Days
Sheep	PHP 1,500.00	5 Days
Swine	PHP 1,500.00	5 Days
Horse	PHP 1,500.00	5 Days
Buffalo	PHP 1,500.00	5 Days
Dog	PHP 1,500.00	5 Days
Cat	PHP 1,500.00	5 Days



Region/Location		Current Mailing Rate/Fee			
	Accreditation Certificate - MIT/LTO initial, etc. (A4 size paper)	Other Documents (Legal size paper)	LTO Certificate (A3 size paper)		
NCR	PHP 106.72	PHP 132.90	PHP 230.00		
North Luzon	PHP 132.52	PHP 144.80	PHP 245.00		
South Luzon	PHP 142.52	PHP 144.80	PHP 245.00		
Visayas	PHP 144.42	PHP 156.70	PHP 285.00		
Mindanao	PHP144.42	PHP 156.70	PHP 285.00		



Meat Import and Export Division

External Services



1. Issuance of Certificate of New License to Import (LTI)

The Meat Inspection Code of the Philippines states that the NMIS through the Meat Import Export Division (MIED) shall be responsible for the evaluation, verification of technical and documentary requirements, and inspection of applicants for issuance of license to import (LTI) as meat importers to ensure compliance to the regulatory requirements.

Office or Division:	Meat Import Export Division (MIED)		
Classification:	Complex		
Type of Transaction:	G2B - Government to Business		
Who may avail:	All Private Business Entities (Single Proprietorships,		
	Partnerships,	Cooperatives or Corporations)	
Fees to be Paid:	(Licensing Fe	e + Processing Fee) + Mailing Fee, if applicable	
CHECKLIST OF REQUIR	REMENTS	WHERE TO SECURE	
General Requirements			
1. Notarized Accomplished	d Application	NMIS Website (<u>www.nmis.gov.ph</u>)	
Form (w/ 2x2 colored	picture) and		
Notarized Affidavit of U	ndertaking of		
conditions for LTI (1 origin			
2. Mayor's Business Permit	for the	Office of the City/Municipal Mayor	
current year (1 certified tr			
3. Certificate of Accreditation	n as Importer	Bureau of Customs (BOC) - Office of the	
(1 certified true copy)		Commissioner	
4. Tax Identification No	` ,	Bureau of Internal Revenue (BIR) – Revenue	
Certificate of Registration	on (COR) (1	District Office (RDO)	
certified true copy)			
*(pursuant to NMIS Memor			
Circular No. 09-2018-01			
5. Notarized Lease of Contra		Cold Storage Warehouse or Chilling Facility of	
Ownership of Cold Storag		the Client	
and/or Chilling Facility (1	certified true		
copy)			
6. License to Operate (LTO)		Cold Storage Warehouse or Chilling Facility of	
All Cold Storage Warehou		the Client	
Chilling Facility (1 certified			
7. Certificate of Attendar		NMIS MIED for the Certificate of Attendance	
Importers Orientation on NMIS meat			
importation procedures and other			
relevant policies	by the		
owner/manager/broker at the NMIS			
Office (1 photocopy)			
Single Proprietorship			

a. Certificate of Registration (1 certified	Department of Trade and Industry (DTI) –
true copy)	Regional and Provincial Offices – Negosyo
	Centers
b. Certificate of Capitalization from a	Bank of the Client
reputable Bank with a minimum	
amount of PHP 5,000,000.00 (1	
original copy)	
c. Special Power of Attorney (SPA) of the	Client
Authorized Representative (1 original	
copy)	
d. Two Valid IDs w/ picture and signature	Refer to ANNEX A for the List of Acceptable
of the Authorized Representative (1	Government-Issued Identification Cards
photocopy)	(IDs)/Documents
Corporation/Partnership/Cooperative	
a. Certificate of Good Standing for the	Securities Exchange Commission (SEC) –
current year (1 original copy)	Corporate Filing and Records Division (CFRD),
	Company Registration and Monitoring
	Department (CRMD)
b. Latest General Information Sheet with	Securities Exchange Commission (SEC) or
a minimum amount of Total Paid Up	Cooperative Development Authority (CDA)
Capital PHP 5,000,000.00 (1 certified	
true copy)	
c. Board's Resolution of the Authorized	Client
Representative (1 original copy)	
d. Two Valid IDs w/ picture and signature	Refer to ANNEX A for the List of Acceptable
of the Authorized Representative (1	Government-Issued Identification Cards
photocopy)	(IDs)/Documents
Partnership or One Person Corporation	(OPC)
a. Certificate of Good Standing for the	Securities Exchange Commission (SEC) –
current year (1 original copy)	Corporate Filing and Records Division (CFRD),
	Company Registration and Monitoring
	Department (CRMD)
a. Certificate of Capitalization from a	Bank of the Client
reputable Bank with a minimum	
amount of PHP 5,000,000.00 (1	
original copy)	
b. Board's Resolution of the Authorized	Client
Representative (1 original copy)	
d. Two Valid IDs w/ picture and signature	Refer to ANNEX A for the List of Acceptable
of the Authorized Representative (1	Government-Issued Identification Cards
photocopy)	(IDs)/Documents
Cooperative	
a. Certificate of Compliance issued by	Cooperative Development Authority (CDA)

CDA (1 original copy)	1896
b. Paid-Up Share Capital of at least Five Million Pesos (PHP 5,000,000.00) Philippine currency from CDA (1 certified true copy)	Cooperative Development Authority (CDA)
c. Board's Resolution of the Authorized Representative (1 original copy)	Client
d. Two Valid IDs w/ picture and signature of the Authorized Representative (1 photocopy)	Refer to ANNEX A for the List of Acceptable Government-Issued Identification Cards (IDs)/Documents
ADDITIONAL REQUIREMENTS FOR EAC	CH APPLICATION PER CLASSIFICATION
(one (1) classification only for each app	lication)
Meat Importer Processor (MIP)	
License to Operate as Food Manufacturer (1 original copy) Meat Importer Trader (MIT)	Food and Drug Administration (FDA) – Center for Food Regulation and Research (CFRR)
List and/or Target Clients and Address for the past and/or current year (1 original copy)	Client
Meat Importer Institutional User (MIIU)	
Certificate of Accreditation or Classification (1 certified true copy)	Department of Tourism (DOT) – Tourism Regulation Division (TRD)
Customs Bonded Warehouse Meat Impo	orter – Institutional User (CBWMI-IU)
List of Target Foreign Markets or End- Users (1 original copy)	Client
Certificate of Authority to Operate a CBW from BOC (1 certified true copy)	Bureau of Customs (BOC) – Office of the Commissioner
Customs Bonded Warehouse Meat Impo	orter – Meat Processing Plant (CBWMI-MPP)
List of Target Foreign Markets or End- Users (1 original copy)	Client
Certificate of Authority to Operate a CBW from BOC (1 certified true copy)	Bureau of Customs (BOC) – Office of the Commissioner
License to Operate (LTO) as Food Manufacturer (MPP) from DOH-FDA (1 original copy)	Food and Drug Administration (FDA) – Center for Food Regulation and Research (CFRR)
Customs Bonded Warehouse Meat Impo	orter – Meat Cutting Plant (CBWMI-MCP)
List of Target Foreign Markets or End- Users (1 original copy)	Client
Certificate of Authority to Operate a CBW	Bureau of Customs (BOC) – Office of the
from BOC (1 certified true copy)	Commissioner
License to Operate (LTO) as Meat Cutting Plant from DA-NMIS (1 certified true copy)	National Meat Inspection Service (NMIS)

CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON
		BE PAID	TIME	RESPONSIBLE
1. Submits via online duly accomplished notarized application form, affidavit of undertaking and complete documentary requirements to the Central Office – Meat Import Export Division (CO-MIED) – NMIS License to Import Document Entry Form	1.1 Receives the required documents, assesses the completeness, and sends the Client an email with the attached filled-out checklist to inform them of their complete submission of required documents.	None	4 hours	Designated Reviewer Meat Import and Export Division (MIED)
2. Submits the complete set of hardcopy documentary requirements to the NMIS Regional Technical Operations Center (RTOC) for the final assessment and acknowledges the schedule of onsite verification	2.1 Issues acknowledgment receipt of the complete required documents and set the schedule of onsite verification	None	1 hour	Meat Import and Export Section (MIES) Focal Regional Technical Operations Center (RTOC)
3. Be present at the declared office address on the date of onsite verification and prepare the original copies of	3.1 Conducts the onsite verification on the acknowledged schedule and verifies the original copies and submitted copies	None	2 working days	Meat Import and Export Section (MIES) Focal Regional Technical Operations Center (RTOC)

the required documents	of the required documents			1890
	3.2 Issues Statement of Account (SOA) if in the onsite verification found the Client compliant	None	1 hour	Meat Import and Export Section (MIES) Focal Regional Technical Operations Center (RTOC)
4. Pay the required fees through online banking or at the Cashier's Office in NMIS Regional Technical Operations Center (RTOC) or NMIS Central Office (CO)	4.1 Accepts the payment based on the Statement of Account (SOA) and issues Official Receipt (OR)	Licensing Fee: Php 12,000.00 Processing Fee: Php 3,000.00 Mailing Fee: Please refer to the table below for the mailing fee.	1 hour	Designated Special Collecting Officer (SCO) Regional Technical Operations Center (RTOC)
	4.2 Endorse the inspected application to the CO-MIED through the Office of the Executive Director (OED)	None	2 working days	Meat Import and Export Section (MIES) Focal Regional Technical Operations Center (RTOC)
	4.3 CO-MIED receives the inspected application, prepares and endorses the Certificate of New License to Import (LTI) to the OED for approval	None	1 working day	Designated Reviewer Meat Import and Export Division (MIED)

				4000
	4.4 OED endorses the approved Certificate to MIED for their endorsement to the DA Trade System and forwards it to the Records Section for Releasing	None	1 working day	Executive Director Office of the Executive Director
5. Picks-up the Certificate at the Records Section or wait for the courier service to deliver the Certificate in their declared office address	5.1 Releases the Certificate to the authorized representative or sends the Certificate to the declared office address of the Client through a courier service and provides the Standardized Client/Customer Satisfaction Survey Form	None	1 hour	Records Officer II Records Unit
	TOTAL	PHP 15,000.00 + Mailing Fee	7 workings days	

Note: payment of processing fee / application fee does not guarantee approval of application

For Mailing Fee:

Region/Location	Current Mailing Rate/Fee			
	Accreditation Certificate - MIT/LTO initial, etc. (A4 size paper)	LTO Certificate (A3 size paper)		
NCR	PHP 106.72	PHP 132.90	PHP 230.00	
North Luzon	PHP 132.52	PHP 144.80	PHP 245.00	
South Luzon	PHP 142.52	PHP 144.80	PHP 245.00	
Visayas	PHP 144.42	PHP 156.70	PHP 285.00	
Mindanao	PHP144.42	PHP 156.70	PHP 285.00	

2. Issuance of Certificate of Renewal of License to Import (LTI) as Meat Importer with Onsite Verification

The Meat Inspection Code of the Philippines states that the NMIS through the Meat Import Export Division (MIED) shall be responsible for the evaluation, verification of technical and documentary requirements, and inspection of Clients for issuance of license as meat importers to ensure compliance to the regulatory requirements.

Office or Division:	Meat Import E	Export Division (MIED)		
Classification:	Complex			
Type of Transaction:	G2B - Government to Business			
Who may avail:	All Private Bu	siness Entities (Single Proprietorships,		
	Partnerships,	Cooperatives or Corporations)		
Fees to be Paid:	(Licensing Fe	e + Processing Fee) + Mailing Fee, if applicable		
CHECKLIST OF REQUIR	REMENTS	WHERE TO SECURE		
General Requirements				
1. Notarized Accomplished	d Application	NMIS Website (<u>www.nmis.gov.ph</u>)		
Form (w/ 2x2 colored	• ,			
Notarized Affidavit of U	ndertaking of			
conditions for LTI (1 origin	nal copy)			
2. Mayor's Business Permit		Office of the City/Municipal Mayor		
current year (1 certified tr				
3. Certificate of Accreditation	n as Importer	Bureau of Customs (BOC) - Office of the		
(1 certified true copy)		Commissioner		
4. Tax Identification Number	` '	Bureau of Internal Revenue (BIR) – Revenue		
Certificate of Registration	(COR) (1	District Office (RDO)		
certified true copy)				
*(pursuant to NMIS Memor				
Circular No. 09-2018-01				
5. Notarized Lease of Contra		Cold Storage Warehouse or Chilling Facility of		
of Ownership of Cold Sto	_	the Client		
Warehouse and/or Chillin	g Facility (1			
certified true copy)	0 "" , (0.110:		
6. License to Operate (LTO)		Cold Storage Warehouse or Chilling Facility of		
All Cold Storage Warehouses and/or		the Client		
Chilling Facility (1 certified true copy) 7. Certificate of Attendance to Meat		NIMIC MICD for the Contificate of Attendance		
		NMIS MIED for the Certificate of Attendance		
Importers Orientation on				
importation procedures a	na otner			
relevant policies by the	the NIMIS			
owner/manager/broker at	UIE INIVIIO			
Office (1 photocopy)				

6. Annual Monitoring Report (2nd and	NMIS Regional Technical Operations Center-
3rd Year of Validity of LTI) by the	Meat Import Export Section
RTOC MIES Focal (1 photocopy)	·
Single Proprietorship	
a. Certificate of Registration (1 certified	Department of Trade and Industry (DTI) –
true copy)	Regional and Provincial Offices – Negosyo
и в воруј	Centers
b. Certificate of Capitalization from a	Bank of the Client
reputable Bank with a minimum	Dank of the Cheft
•	
amount of PHP 5,000,000.00 (1	
original copy)	
c. Special Power of Attorney (SPA) of the	Client
Authorized Representative (1 original	
copy)	
d. Two Valid IDs w/ picture and signature	Refer to ANNEX A for the List of Acceptable
of the Authorized Representative (1	Government-Issued Identification Cards
photocopy)	(IDs)/Documents
Corporation/Partnership/Cooperative	
a. Certificate of Good Standing for the	Securities Exchange Commission (SEC) –
current year (1 original copy)	Corporate Filing and Records Division (CFRD),
company com (conginion copy)	Company Registration and Monitoring
	Department (CRMD)
b. Latest General Information Sheet with	Securities Exchange Commission (SEC) or
a minimum amount of Total Paid Up	Cooperative Development Authority (CDA)
Capital PHP 5,000,000.00 (1 certified	Ocoporative Development Authority (ODA)
true copy)	
c. Board's Resolution of the Authorized	Client
	Cilerit
Representative (1 original copy)	Defer to ANNEY A for the List of Assertable
d. Two Valid IDs w/ picture and signature	Refer to ANNEX A for the List of Acceptable
of the Authorized Representative (1	Government-Issued Identification Cards
photocopy)	(IDs)/Documents
Partnership or One Person Corporation	
a. Certificate of Good Standing for the	Securities Exchange Commission (SEC) –
current year (1 original copy)	Corporate Filing and Records Division (CFRD),
	Company Registration and Monitoring
	Department (CRMD)
c. Certificate of Capitalization from a	Bank of the Client
reputable Bank with a minimum	
amount of PHP 5,000,000.00 (1	
original copy)	
d. Board's Resolution of the Authorized	Client
Representative (1 original copy)	
d. Two Valid IDs w/ picture and signature	Refer to ANNEX A for the List of Acceptable
a wo vana ibo w piotaro ana signature	The state of the s

SEINENT OF AGA

of the Authorized Representative (1	Government-Issued Identification Cards
photocopy)	(IDs)/Documents
Cooperative	
a. Certificate of Compliance issued by	Cooperative Development Authority (CDA)
CDA (1 original copy)	
b. Paid-Up Share Capital of at least Five	Cooperative Development Authority (CDA)
Million Pesos (PHP 5,000,000.00)	
Philippine currency from CDA (1	
certified true copy)	
c. Board's Resolution of the Authorized	Client
Representative (1 original copy)	Defends ANNEW A feather list of Assessed
d. Two Valid IDs w/ picture and signature	Refer to ANNEX A for the List of Acceptable Government-Issued Identification Cards
of the Authorized Representative (1	(IDs)/Documents
photocopy)	CH APPLICATION PER CLASSIFICATION
(one (1) classification only for each app.	ncation)
Meat Importer Processor (MIP)	For Local December 4 Levil Strategy (FDA) Construction
License to Operate as Food	Food and Drug Administration (FDA) – Center for
Manufacturer (1 original copy)	Food Regulation and Research (CFRR)
Previously Issued Certificate of Eligibility to	Client
Import IBM issued by DA OSEC (if	
applicable) (1 photocopy)	
Meat Importer Trader (MIT)	L OUT
List and/or Target Clients and Address	Client
for the past and/or current year (1	
original copy)	
Meat Importer Institutional User (MIIU)	
Certificate of Accreditation or	Department of Tourism (DOT) – Tourism
Classification (1 certified true copy)	Regulation Division (TRD)
Customs Bonded Warehouse Meat Impo	, , ,
List of Target Foreign Markets or End-	Client
Users (1 original copy)	
Certificate of Authority to Operate a CBW	Bureau of Customs (BOC) – Office of the
from BOC (1 certified true copy)	Commissioner
Annual Utilization Reports for the Past	Client
Three (3) Consecutive Years (1 original	
copy)	
Certification of the Formula of	Department of Science and Technology -
Conversion from DOST-ITDI (1 certified	, ,
`	
1 7 /	orter – Meat Processing Plant (CBWMI-MPP)
-	1
Users (1 original copy)	
Conversion from DOST-ITDI (1 certified true copy) Customs Bonded Warehouse Meat Important List of Target Foreign Markets or End-	Department of Science and Technology - Industrial Technology Development Institute orter – Meat Processing Plant (CBWMI-MPP) Client

				///
Certificate of Author	ificate of Authority to Operate a CBW Bureau of Customs (BOC) – Office of the Commissioner			ffice of the
	from BOC (1 certified true copy)		er	
Annual Utilization Reports for the Past		Client		
Three (3) Consecuti	ive Years (1 original			
copy)				
Certification of the F		-	of Science and Te	
	OST-ITDI (1 certified	Industrial Ted	hnology Developr	ment Institute
true copy)				
-	ite (LTO) as Food		•	(FDA) – Center for
· ·	r) from DOH-FDA (1	Food Regulat	ion and Research	(CFRR)
original copy)	Manaharra Maat luur	ntan Maat O	ottina Diana (ODV	MAL MOD
	Warehouse Meat Impo		utting Plant (CBV	VMI-MCP)
Updated List of Targ	_	Client		
or End-Users (1 orig	rity to Operate a CBW	Purous of Cu	stoms (BOC) – O	ffice of the
from BOC (1 certifie		Commissione	•	ince of the
Annual Utilization R		Client	;I	
Three (3) Consecuti	•	Ciletit		
copy)	ive rears (1 original			
Certification of the F	ormula of	Department of	of Science and Te	chnology -
	OST-ITDI (1 certified		hnology Develop	<u> </u>
true copy)	or more than the second	inadoma roc	aniology Dovolopi	
License to Operate	(LTO) as Meat	National Mea	t Inspection Servi	ce (NMIS)
Cutting Plant from D				
true copy)	,			
CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON
		BE PAID	TIME	RESPONSIBLE
1. Submits via	1.1 Receives the	None	4 hours	Designated
online duly	required			Reviewer
accomplished	documents,			Meat Import and
notarized	assesses the			Export Division
application form,	completeness,			(MIED)
affidavit of	and sends the			
undertaking and	Client an email			
complete	with the attached			
documentary	filled-out checklist			
requirements to	to inform them of			
the Central Office	their complete			
– Meat Import	submission of			
Export Division	required			
(CO-MIED) –	documents.			
NMIS License to				

Import Document Entry Form				1898
2. Submits the complete set of hardcopy documentary requirements to the NMIS Regional Technical Operations Center (RTOC) for the final assessment and acknowledges the schedule of onsite verification	2.1 Issues acknowledgment receipt of the complete required documents and set the schedule of onsite verification	None	1 hour	Meat Import Export Section (MIES) Focal Regional Technical Operations Center (RTOC)
3. Be present at the declared office address on the date of onsite verification and prepare the original copies of the required documents	3.1 Conducts the onsite verification on the acknowledged schedule and verifies the original copies and submitted copies of the required documents	None	2 working days	Meat Import and Export Section (MIES) Focal Regional Technical Operations Center (RTOC)
	3.2 Issues Statement of Account (SOA) if in the onsite verification found the Client compliant	None	1 hour	Meat Import and Export Section (MIES) Focal Regional Technical Operations Center (RTOC)

4. Pay the required fees through online banking or at the Cashier's Office in NMIS Regional Technical Operations Center (RTOC) or NMIS Central Office (CO)	4.1 Accept the payment based on the Statement of Account (SOA) and issues Official Receipt (OR)	Licensing Fee: Php 12,000.00 Processing Fee: Php 3,000.00 Mailing Fee: Please refer to the table below for the mailing fee.	1 hour	Designated Special Collecting Officer (SCO) Regional Technical Operations Center (RTOC)
	4.2 Endorses the application to the CO-MIED through the Office of the Executive Director (OED)	None	2 working days	Meat Import and Export Section (MIES) Focal Regional Technical Operations Center (RTOC)
	4.3 CO-MIED receives the application, prepares and endorses the Certificate of Renewal of License to Import (LTI) to the OED for approval	None	1 working day	Designated Reviewer Meat Import and Export Division (MIED)
	4.4 OED endorses the approved Certificate to MIED for their endorsement to the DA Trade System and forwards it to the Records Section	None	1 hour	Executive Director NMIS Office of the Executive (OED)
5. Picks-up the Certificate at the Records Section or wait for the courier service to	5.1 Releases the Certificate to the authorized representative or sends the Certificate to the	None	1 hour	Records Officer II Records Unit

				\\\ \\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\
deliver the Certificate in their declared office address	declared office address of the client through a courier service and provide the Standardized Client/ Customer Satisfaction Survey Form			1880
		5.1.5		
	TOTAL	PHP	7 workings	
		15,000.00 +	days	
		Mailing Fee		

Note: payment of processing fee / application fee does not guarantee approval of application

For Mailing Fee:

Region/Location	Current Mailing Rate/Fee			
	Accreditation Certificate - MIT/LTO initial, etc. (A4 size paper)	LTO Certificate (A3 size paper)		
NCR	PHP 106.72	PHP 132.90	PHP 230.00	
North Luzon	PHP 132.52	PHP 144.80	PHP 245.00	
South Luzon	PHP 142.52	PHP 144.80	PHP 245.00	
Visayas	PHP 144.42	PHP 156.70	PHP 285.00	
Mindanao	PHP144.42	PHP 156.70	PHP 285.00	

3. Issuance of Certificate of Renewal of License to Import (LTI) as Meat Importer without Onsite Verification

The Meat Inspection Code of the Philippines states that the NMIS through the Meat Import Export Division (MIED) shall be responsible for the evaluation, verification of technical and documentary requirements, and inspection of Clients for issuance of license as meat importers to ensure compliance to the regulatory requirements.

Office or Division:	Meat Import Export Division (MIED)			
Classification:	Complex			
Type of Transaction:	G2B - Govern	nment to Business		
Who may avail:	All Private Bu	siness Entities (Single Proprietorships,		
	Partnerships,	Cooperatives or Corporations)		
Fees to be Paid:		e + Processing Fee) + Mailing Fee, if applicable		
CHECKLIST OF REQUIP	REMENTS	WHERE TO SECURE		
General Requirements				
1. Notarized Accomplished	• •	NMIS Website (<u>www.nmis.gov.ph</u>)		
Form (w/ 2x2 colored	•			
Notarized Affidavit of U	- C			
conditions for LTI (1 origin				
2. Mayor's Business Permit	for the	Office of the City/Municipal Mayor		
current year (1 certified tr	<u></u>			
3. Certificate of Accreditatio	n as Importer	Bureau of Customs (BOC) - Office of the		
(1 certified true copy)		Commissioner		
4. Tax Identification Number (TIN)		Bureau of Internal Revenue (BIR) – Revenue		
Certificate of Registration	(COR) (1	District Office (RDO)		
certified true copy)				
*(pursuant to NMIS Memor				
Circular No. 09-2018-01				
5. Notarized Lease of Contra		Cold Storage Warehouse or Chilling Facility of		
of Ownership of Cold Sto	•	the Client		
Warehouse and/or Chillin	g Facility (1			
certified true copy)	0 446 4 4	0.110		
6. License to Operate (LTO)		Cold Storage Warehouse or Chilling Facility of		
All Cold Storage Warehouses and/or		the Client		
Chilling Facility (1 certified		NIMO MED C. II. O. III. C. CAII.		
7. Certificate of Attendance		NMIS MIED for the Certificate of Attendance		
Importers Orientation on I				
importation procedures as	na otner			
relevant policies by the	the NIMIC			
owner/manager/broker at	THE INIVIIS			
Office (1 photocopy)				

8. Annual Monitoring Report (2nd and	NMIS Regional Technical Operations Center-
3rd Year of Validity of LTI) by the	Meat Import Export Section
RTOC MIES Focal (1 photocopy)	
Single Proprietorship	
a. Certificate of Registration (1 certified	Department of Trade and Industry (DTI) –
true copy)	Regional and Provincial Offices – Negosyo
, , ,	Centers
b. Certificate of Capitalization from a	Bank of the Client
reputable Bank with a minimum	
amount of PHP 5,000,000.00 (1	
original copy)	
c. Special Power of Attorney (SPA) of the	Client
Authorized Representative (1 original	
copy)	
d. Two Valid IDs w/ picture and signature	Refer to ANNEX A for the List of Acceptable
of the Authorized Representative (1	Government-Issued Identification Cards
photocopy)	(IDs)/Documents
Corporation/Partnership/Cooperative	1
a. Certificate of Good Standing for the	Securities Exchange Commission (SEC) –
current year (1 original copy)	Corporate Filing and Records Division (CFRD),
	Company Registration and Monitoring
	Department (CRMD)
b. Latest General Information Sheet with	Securities Exchange Commission (SEC) or
a minimum amount of Total Paid Up	Cooperative Development Authority (CDA)
Capital PHP 5,000,000.00 (1 certified	
true copy)	
c. Board's Resolution of the Authorized	Client
Representative (1 original copy)	
d. Two Valid IDs w/ picture and signature	Refer to ANNEX A for the List of Acceptable
of the Authorized Representative (1	Government-Issued Identification Cards
photocopy)	(IDs)/Documents
Partnership or One Person Corporation	(OPC)
a. Certificate of Good Standing for the	Securities Exchange Commission (SEC) –
current year (1 original copy)	Corporate Filing and Records Division (CFRD),
	Company Registration and Monitoring
	Department (CRMD)
b. Certificate of Capitalization from a	Bank of the Client
reputable Bank with a minimum	
amount of PHP 5,000,000.00 (1	
original copy)	
c. Board's Resolution of the Authorized	Client
Representative (1 original copy)	

	W _W
d. Two Valid IDs w/ picture and signature	Refer to ANNEX A for the List of Acceptable
of the Authorized Representative (1	Government-Issued Identification Cards
photocopy)	(IDs)/Documents
Cooperative	
a. Certificate of Compliance issued by	Cooperative Development Authority (CDA)
CDA (1 original copy)	
b. Paid-Up Share Capital of at least Five	Cooperative Development Authority (CDA)
Million Pesos (PHP 5,000,000.00)	
Philippine currency from CDA (1	
certified true copy)	
c. Board's Resolution of the Authorized	Client
Representative (1 original copy)	D. C. C. ANNEW A. C. H. L. C. C. A. C. L.
d. Two Valid IDs w/ picture and signature	Refer to ANNEX A for the List of Acceptable Government-Issued Identification Cards
of the Authorized Representative (1	(IDs)/Documents
photocopy)	CH APPLICATION PER CLASSIFICATION
(one (1) classification only for each app	
Meat Importer Processor (MIP)	ncauon)
License to Operate as Food	Food and Drug Administration (FDA) Contar for
	Food and Drug Administration (FDA) – Center for
Manufacturer (1 original copy)	Food Regulation and Research (CFRR)
Previously Issued Certificate of Eligibility	Client
to Import IBM issued by DA OSEC (if	
applicable) (1 photocopy)	
Meat Importer Trader (MIT)	
List and/or Target Clients and Address	Client
for the past and/or current year (1	
original copy)	
Meat Importer Institutional User (MIIU)	T
Certificate of Accreditation or	Department of Tourism (DOT) – Tourism
Classification (1 certified true copy)	Regulation Division (TRD)
Customs Bonded Warehouse Meat Impo	
List of Target Foreign Markets or End-	Client
Users (1 original copy)	
Certificate of Authority to Operate a CBW	Bureau of Customs (BOC) – Office of the
from BOC (1 certified true copy)	Commissioner
Annual Utilization Reports for the Past	Client
Three (3) Consecutive Years (1 original	
copy)	
Certification of the Formula of	Department of Science and Technology -
Conversion from DOST-ITDI (1 certified	Industrial Technology Development Institute
true copy)	
Customs Bonded Warehouse Meat Impo	orter – Meat Processing Plant (CBWMI-MPP)
List of Target Foreign Markets or End-	Client
LIST OF TAILYELF OF EIGHT WATKELS OF EIG-	Clicit

Users (1 original co	ру)			1898
Certificate of Author	rity to Operate a CBW	Bureau of Customs (BOC) – Office of the		
from BOC (1 certifie		Commissione	er	
Annual Utilization R	-	Client		
Three (3) Consecuti	ive Years (1 original			
copy)				
Certification of the F		Department of	of Science and Te	chnology -
	OST-ITDI (1 certified	Industrial Tec	hnology Developr	ment Institute
true copy)				
·	ite (LTO) as Food		~	(FDA) – Center for
,	P) from DOH-FDA (1	Food Regulat	ion and Research	ı (CFRR)
original copy)				
	Narehouse Meat Impo		utting Plant (CBV	VMI-MCP)
Updated List of Targ	-	Client		
or End-Users (1 orig			, <u> </u>	
	rity to Operate a CBW		stoms (BOC) – O	ffice of the
from BOC (1 certifie		Commissione	er	
Annual Utilization R	•	Client		
Three (3) Consecuti	ive Years (1 original			
copy)				
Certification of the F		Department of Science and Technology -		
	OST-ITDI (1 certified	Industrial Tec	hnology Developr	ment Institute
true copy)	(1 = a)			
License to Operate		National Mea	t Inspection Servi	ce (NMIS)
_	OA-NMIS (1 certified			
true copy)	A OFNOV A OTION		DD C OF COULD	DEDOOM
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING	PERSON DESPONSIBLE
1. Submits via	1.1 Receives the	None	TIME 4 hours	RESPONSIBLE
		None	4 110015	Designated Reviewer
online duly accomplished	required documents,			Meat Import and
notarized	assesses the			Export Division
				(MIED)
application	completeness, and sends the			
· ·	•			
undertaking and Client an email complete with the attached				
documentary filled-out				
requirements to	checklist to			
the Central inform them of				
Office – Meat	their complete			
Import Export	submission of			
Division (CO-	GGDTIIIGGIGIT GI			
MIED) – NMIS				

License to Import Document Entry Form	required documents.			1896
2. Submits the complete set of hardcopy documentary requirements to the NMIS Regional	2.1 Issues acknowledgment receipt of the complete required documents	None	1 hour	Meat Import Export Section (MIES) Focal Regional Technical Operations Center (RTOC)
Technical Operations Center (RTOC) for the final assessment	2.2 Issues Statement of Account (SOA) if the RTOC verification of documents found the Client compliant	None	1 hour	Meat Import Export Section (MIES) Focal Regional Technical Operations Center (RTOC)
3. Pay the required fees through online banking or at the Cashier's Office in NMIS Regional Technical Operations Center (RTOC) or NMIS Central Office (CO)	3.1 Accept the payment based on the Statement of Account (SOA) and issues Official Receipt (OR)	Licensing Fee: Php 12,000.00 Processing Fee: Php 3,000.00 Mailing Fee: Please refer to the table below for the mailing fee.	1 hour	Designated Special Collecting Officer (SCO) Regional Technical Operations Center (RTOC)
	3.2 Endorse the application to the CO-MIED through the Office of the Executive Director (OED)	None	2 working days	Meat Import Export Section (MIES) Focal Regional Technical Operations Center (RTOC)
	3.3 CO-MIED receives the application,	None	1 working day	Designated Reviewer

				/// [(I/ ₂
	prepares and			Meat Import and
	endorses the			Export Division
	Certificate of			(MIED)
	Renewal of			
	License to Import			
	(LTI) to the OED			
	for approval			
	3.4 OED endorses	None	1 hour	Executive Director
	the approved			Office of the
	Certificate to			Executive Director
	MIED for			(OED)
	endorsement to			(025)
	the DA Trade			
	System and			
	forwards it to the			
	Records Section			
	for Releasing			
4. Picks-up the	4.1 Releases the	None	1 hour	Records Officer II
Certificate at the	Certificate to the			Records Unit
Records Section	authorized			
or wait for the	representative or			
courier service to	sends the			
deliver the	Certificate to the			
Certificate in their	declared office			
declared office	address of the			
address	client through a			
	courier service			
	and provide the			
	Standardized			
	Client/ Customer			
	Satisfaction			
	Survey Form			
	TOTAL	PHP	4 workings	
		15,000.00 +	days and 4	
	possing foo / application	Mailing Fee	hours	

Note: payment of processing fee / application fee does not guarantee approval of application



For Mailing Fee:

Region/Location	Current Mailing Rate/Fee				
	Accreditation Certificate - MIT/LTO initial, etc. (A4 size paper)	Other Documents (Legal size paper)	LTO Certificate (A3 size paper)		
NCR	PHP 106.72	PHP 132.90	PHP 230.00		
North Luzon	PHP 132.52	PHP 144.80	PHP 245.00		
South Luzon	PHP 142.52	PHP 144.80	PHP 245.00		
Visayas	PHP 144.42	PHP 156.70	PHP 285.00		
Mindanao	PHP144.42	PHP 156.70	PHP 285.00		

4. Issuance of Certificate of Attendance to Meat Importers' Orientation Relative to Application for License to Import (LTI)

The Meat Inspection Code of the Philippines states that the NMIS through the Meat Import Export Division (MIED) shall be responsible for the evaluation, verification of technical and documentary requirements, and inspection of Clients for issuance of license as meat importers to ensure compliance to the regulatory requirements.

Office or Division:		Meat Import E	Export Division	(MIED)	
Classification:		Simple			
Type of Transactio	n:	G2B - Govern	ment to Busine	ess	
Who may avail: All Private Bu		siness Entities	(Single Proprieto	rships,	
		Partnerships,	Cooperatives	or Corporations)	
Fees to be Paid:		None			
CHECKLIST OF	REQUI	REMENTS		WHERE TO SEC	URE
1. Passing Grade of	14/20 c	or 70% for the	NMIS Website	e (<u>www.nmis.gov.</u>	ph)
Online Examina	ition af	ter the Self	- Portal	for License to Imp	ort
Orientation on th	e Meat	Import Rules			
and Regulations	s Video	Orientation	NMIS YouTuk	oe Channel	
Presentation (1	Resul	t of Online	Part1:		
Examination)	Examination)			utube.com/watch?v	<u>/=V6xYdWa8npc</u>
	,		Part2:		
			•	utube.com/watch?v	<u>/=Bcv0BKMhJKQ</u>
			Part3:		
			https://www.youtube.com/watch?v=-nmFhsoGcYU		
			Part4:		
			https://www.youtube.com/watch?v=EHPF04HsU5Q		
CLIENT STEPS	AGEN	ICY ACTION	FEES TO	PROCESSING	PERSON
4. Openducts salf	4.4.01-	+	BE PAID	TIME	RESPONSIBLE
1. Conducts self-	_	ecks the	None	1 hour	Senior Meat Control Officer
_	entation by result of the onlin				Meat Inspector III
watching the four		ination and			Meat Import and
(4) Video Parts		s an email			Export Division
Explanation of	alert.				(MIED)
the Meat Import	1.2 Pre	epares the	None	1 hour	Senior Meat
	Regulations Cert				Control
_					Officer/Meat
uploaded in	sign	ed by the			Inspector III
NMIS Website or	_	ef of MIED			Meat Import and
NMIS YouTube					Export Division
Channel and					(MIED)
shall take the		nds an email	None	1 hour	Senior Meat
	to in	form the			Control

				77 N
Online Examination	Client that they passed the examination with the signed Certificate of Attendance attached, and provides the Standardized Client/Customer			Officer/Meat** Inspector III Meat Import and Export Division (MIED)
	Satisfaction Survey Form TOTAL	None	3 hours	

5. Inspection of Imported Meat upon Arrival at the DA-NMIS Licensed Cold Storage Warehouse (CSW) including Customs Bonded Warehouse (CBW) and Issuance of Veterinary Quarantine Meat Inspection and Laboratory Certificate (VQMILC)

The Meat Inspection Code of the Philippines states that the NMIS through the Meat Import Export Division (MIED) shall conduct examination of imported meat after the commodity are approved for release by the Bureau of Animal Industry - National Veterinary Quarantine Service (BAI-NVQS) at the ports of entry and certifies the imported meat fit for human consumption.

Office or Division:		Meat Import E	Export Division	(MIED)		
Classification:		Simple				
Type of Transactio	n:	G2B - Govern	ment to Busine	ess		
Who may avail:		All NMIS Lice	nsed Meat Imp	orters		
Fees to be Paid:		None				
		•	container van,	if services render	ed beyond office	
		hours				
CHECKLIST OF			_	WHERE TO SEC	URE	
2. Electronic Rec	•	or Inspection	NMIS License	ed Meat Importer		
(eRFI) (1 printed						
3. Sanitary Phytos	•	•	NMIS License	ed Meat Importer		
Clearance (SPS						
	4. Commercial Invoice (1 photocopy)			NMIS Licensed Meat Importer		
5. Bill of Lading (1 photocopy)			NMIS Licensed Meat Importer			
6. International Veterinary Health			NMIS License	ed Meat Importer		
Certificate (1 ph		,			DED 0 0 11	
CLIENT STEPS	AGEN	ICY ACTION	FEES TO	PROCESSING	PERSON	
4 0 1 2 1	4.4.17		BE PAID	TIME	RESPONSIBLE	
1. Submits the		rifies if the	None	1 hour	Meat Inspection Officer (MIO)	
complete	_	rmation			Regional Technical	
copies of		cated on the			Operations Center	
•	importation complete				(RTOC)	
	documents to importation				,	
	the NMIS MIO documents is the					
upon arrival of same with the						
•						
imported meat	actu	ıal shipment				
•	actu and	al shipment breaks the				
imported meat	actu and BAI	ıal shipment				

on the unloading of imported meat			1896
1.2 Conducts the 100% organoleptic inspection, prepares inspection report using the "Meat Arrival Inspection Report (MAIR)" Form, logs in the DA Trade System to tag the shipment as inspected, prints the Electronic VQMILC (eVQMILC), gives a copy to the Licensed Meat Importer, and provide the Standardized Client/ Customer Satisfaction Survey Form	None Payment for Services Rendered beyond Office Hours pursuant to DA Administrativ e Order No. 03 Series of 2024 "Internal Rules and Procedures on Rendition and Renumeratio n of Overtime Services of Employees of the Department of Agriculture"	1 working day and 6 hours	Meat Inspection Officer (MIO) Regional Technical Operations Center (RTOC)
TOTAL		1 working day and 7 hours	

7. Approval of Request for Transfer of Imported Meat to Another DA-NMIS Licensed Cold Storage Warehouse (CSW)

The Meat Inspection Code of the Philippines states that the NMIS through the Meat Import Export Division (MIED) shall conduct examination of imported meat after the commodity are approved for release by the Bureau of Animal Industry - National Veterinary Quarantine Service (BAI-NVQS) at the ports of entry and approved for transfer to another DA-NMIS licensed CSW to certify the imported meat fit for human consumption.

Office or Division: Meat Import E		Export Division (MIED)				
Classification: Simple		Simple				
Type of Transaction: G2B - Govern		ment to Business				
Who may avail:		All NMIS Lice	nsed Meat Imp	orters		
Fees to be Paid:		None				
CHECKLIST OF	REQUI	REMENTS		WHERE TO SEC	URE	
1. Request for Trans			NMIS Region	al Technical Oper	ations Center	
to another DA-N		censed CSW	(RTOC) – Me	at Import Export S	Section (MIES)	
Form (1 original o		IOV AOTION		DD C OF COULD	DEDOON	
CLIENT STEPS	AGEN	ICY ACTION	FEES TO	PROCESSING	PERSON	
4 0 1 2	4.4.5		BE PAID	TIME	RESPONSIBLE	
1. Submits	_	ceives and	None	30 minutes	Senior Meat Control Officer/	
request/s for transfer of		ews the			Meat Inspector III	
		uest/s for sfer and			Regional Technical	
imported meat to another DA-					Operations Center	
NMIS licensed	арр	roves			(RTOC)	
CSW to the	1 2 Th	e NMIS	None	5 hours	Senior Meat	
concerned		DC shall	None	3 110013	Control Officer/	
NMIS RTOC		rm the NMIS			Meat Inspector III	
Office	_	at Inspection			Regional Technical	
		cer (MIO)			Operations Center	
		igned at the			(RTOC)	
		inal DA-NMIS				
		nsed CSW				
	and Central					
Office - Meat						
Import and						
Export Division –						
(CO-MIED) of						
		approved				
		uest for				
	tran	sfer				

			''/ \\'
1.3 The CO-MIED shall modify thru the DA Trade System the approved final CSW destination of the transfer, shall inform the Meat Import Export Section (MIES) Focal through email, and shall provide the NMIS Client Satisfaction Survey Form	None	30 minutes	Senior Meat Control Officer, Meat Inspector III, or MIED Staff Meat Import and Export Division (MIED)
TOTAL	None	6 hours	



8. Issuance of Certificate of Meat Inspection (COMI)

The Meat Inspection Code of the Philippines states that the NMIS through the Meat Import Export Division (MIED) shall conduct examination and inspection of all meat prepared for commerce and certifies the meat as fit for human consumption.

Office or Division:		Meat Import E	Export Division	(MIED)	
Classification:		Simple			
Type of Transaction: G2B - Govern		G2B - Govern	ment to Business		
G2C – Gover			nment to Citize	ens	
Who may avail:		All NMIS Lice	nsed Meat Imp	orters or their Clie	ents
Fees to be Paid:		None			
CHECKLIST OF	REQUI	REMENTS		WHERE TO SEC	URE
1. Electronic Veterir			NMIS Meat Ir	nspection Officer (MIO) or Licensed
Inspection and I			Meat Importe	r	
(eVQMILC) (1 pri	nted cop	Dy)	FFF0 TO	BBOOFCOING	DEDCOM
CLIENT STEPS	AGEN	ICY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits	4.4 Da				
		ceives and	None	30 minutes	Meat Inspection Officer (MIO)
request/s for	_	ews the			Regional Technical
issuance of		uest/s for ance of			Operations Center
COMI during withdrawal of	CO				(RTOC)
	COI	VII			,
imported meat stored in DA	1 2 00	nducts re-		1 working dov	Meat Inspection
CSW and				1 working day and 4 hours	Officer (MIO)
provides		ection of the orted meat		and 4 nours	Regional Technical
assistance on	•	ng withdrawal			Operations Center
the conduct of	duii	ng wililulawai			(RTOC)
re-inspection of	1 2 NIN	IIS MIO		30 minutes	Meat Inspection
imported meat		ies COMI and		30 minutes	Officer (MIO)
for withdrawal		vides the			Regional Technical
to the NMIS		ndardized			Operations Center
MIO.	Client/Customer				(RTOC)
141101		sfaction			
		vey Form			
	ı Car	TOTAL	None	1 working day	
		. •		and 6 hours	
			l	1	

8. Issuance of Certificate of Registration of Meat Exporters with Onsite Validation

The Meat Inspection Code of the Philippines states that the NMIS through the Meat Import Export Division (MIED) shall be responsible for the evaluation, verification of technical and documentary requirements, and inspection of meat establishment and meat exporter client for registration to ensure compliance to the regulatory requirements.

Classification: Type of Transaction: Who may avail: Fees to be Paid: CHECKLIST OF REQUI Meat Establishment Export 1. Notarized Accomplishe Form with attached F	All Private Bu Partnerships, None REMENTS rter (MEE)	nment to Business siness Entities (Single Proprietorships, Cooperatives or Corporations) WHERE TO SECURE
Who may avail: Fees to be Paid: CHECKLIST OF REQUI Meat Establishment Export 1. Notarized Accomplishe	All Private Bu Partnerships, None REMENTS rter (MEE)	siness Entities (Single Proprietorships, Cooperatives or Corporations)
Fees to be Paid: CHECKLIST OF REQUI Meat Establishment Expo	Partnerships, None REMENTS rter (MEE)	Cooperatives or Corporations)
CHECKLIST OF REQUI Meat Establishment Exportant Accomplishe	None REMENTS rter (MEE)	
CHECKLIST OF REQUI Meat Establishment Exportant Accomplishe	REMENTS rter (MEE)	WHERE TO SECURE
Meat Establishment Expo	rter (MEE)	WHERE TO SECURE
1. Notarized Accomplishe		
•	d Application	
Form with attached F	• •	NMIS Website (<u>www.nmis.gov.ph</u>)
	•	
Colored Photo with	Affidavit of	
Undertaking (1 original c		
Meat Exporter Trader (ME		
1. Notarized Accomplishe	• •	NMIS Website (<u>www.nmis.gov.ph</u>)
Form with attached F	•	
Colored Photo with	Affidavit of	
Undertaking (1 original c		
2. Business or Mayor's Per	mit (1 certified	Mayor's Office of the Client's Respective
true copy)		City/Municipality
	/Authorization	Meat Establishment Exporter (MEE) of the Client
•	•	
•	products) (1	
certified true copy)		
4. Natarianal Languari of Os	- t t - t - t - t	Chalat Ottana na Manala accasa af tha Ottana
4. Notarized Leased of Cor		Cold Storage Warehouse of the Client
of Ownership of DA-N	MIS Licensed	Cold Storage Warehouse of the Client
of Ownership of DA-N Cold Storage Warehous	MIS Licensed	Cold Storage Warehouse of the Client
of Ownership of DA-Ni Cold Storage Warehous true copy)	MIS Licensed	Cold Storage Warehouse of the Client
of Ownership of DA-Ni Cold Storage Warehous true copy) Single Proprietorship	MIS Licensed se (1 certified	
of Ownership of DA-Ni Cold Storage Warehous true copy) Single Proprietorship a. Certificate of Registration	MIS Licensed se (1 certified	Department of Trade and Industry (DTI) –
of Ownership of DA-Ni Cold Storage Warehous true copy) Single Proprietorship	MIS Licensed se (1 certified	Department of Trade and Industry (DTI) – Regional and Provincial Offices – Negosyo
of Ownership of DA-Ni Cold Storage Warehous true copy) Single Proprietorship a. Certificate of Registration true copy)	MIS Licensed se (1 certified	Department of Trade and Industry (DTI) – Regional and Provincial Offices – Negosyo Centers
of Ownership of DA-Ni Cold Storage Warehous true copy) Single Proprietorship a. Certificate of Registration	MIS Licensed se (1 certified n (1 certified y (SPA) of the	Department of Trade and Industry (DTI) – Regional and Provincial Offices – Negosyo
from the MEE Allowing t their Products (listed certified true copy)	hem to Export products) (1	

				11 11 1
c. Valid IDs w/ pictu	_		EX A for the List of	•
the Authorized Re	epresentative (1	Government-Issued Identification Cards		
photocopy)		(IDs)/Documents from the Client		
Corporation/Partne		Γ -		
a. Certificate of Reg	istration (1 certified	Securities Exchange Commission (SEC) –		
true copy)		•	d Partnership Reg	-
		` '	poperative Develo	pment Authority
	fil A il ' l	(CDA)		
b. Board's Resolution		Client		
Representative (Defende ANINI		- f A t - b -
c. Valid IDs w/ pictu	_		EX A for the List	-
the Authorized Ro	epresentative (1		Issued Identification	
photocopy) CLIENT STEPS	AGENCY ACTION	FEES TO	ents from the Clier PROCESSING	PERSON
CLIENT STEPS	AGENCY ACTION	BE PAID	TIME	RESPONSIBLE
1. Submits duly	1.1 Receives duly	None	1 hour	Meat Import Export
accomplished	accomplished	None	i iloui	Section (MIES)
notarized	notarized			Focal
application form	application form			Regional Technical
and complete	and reviews the			Operations Center
documentary	submitted			(RTOC)
requirements to	documentary			
the NMIS	requirements and			
Regional	assess the			
Technical	completeness			
Operations	· ·			
Center (RTOC)				
for the initial	1.2 NMIS Regional	None	6 hours	Meat Import Export
review and	Technical			Section (MIES)
assessment	Operation Center			<i>Focal</i> Regional Technical
	(RTOC) Office			Operations Center
	endorses the			(RTOC)
	application			
	through the			
	Office of the			
	Executive			
	Director (OED)			
	and OED			
	forwards it to the			
	Central Office -			
	Meat Import and			

	Export Division (CO-MIED)			1890
	1.3 CO-MIED undertakes final review of the submitted requirements, conducts on-site validation, prepares the Certificate of Registration (COR) for	None	2 working days	Designated Reviewer Meat Import and Export Division (MIED) and Executive Director
	signature and approval of the Executive Director (ED), and endorses the COR to Records Section for releasing			Office of the Executive Director
2. Picks-up the signed COR as Meat Exporter	2.1 Records Section releases the COR as Meat Exporter to the Authorized Representative and provides the Standardized Client/Customer Satisfaction Survey Form	None	1 hour	Records Officer Records Unit
	TOTAL	None	3 workings	
			days	

9. Issuance of Certificate of Registration of Meat Exporters without Onsite Validation

The Meat Inspection Code of the Philippines states that the NMIS through the Meat Import Export Division (MIED) shall be responsible for the evaluation, verification of technical and documentary requirements, and inspection of meat establishment and meat exporter client for registration to ensure compliance to the regulatory requirements.

Office or Division:	Meat Import Export Division (MIED)			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business			
Who may avail:	All Private Bu	siness Entities (Single Proprietorships,		
	Partnerships,	Cooperatives or Corporations)		
Fees to be Paid:	None			
CHECKLIST OF REQUIR	REMENTS	WHERE TO SECURE		
Meat Establishment Expor	<u> </u>			
1. Notarized Accomplished	• •	NMIS Website (<u>www.nmis.gov.ph</u>)		
Form with attached Passport				
Photo with Affidavit of Ur	ndertaking (1			
original copy)				
Meat Exporter Trader (MET	7)			
Notarized Accomplished	•	NMIS Website (www.nmis.gov.ph)		
Form with attached Passport	• •	(<u></u> ,		
Photo with Affidavit of Ur				
original copy)	3 (
2. Business or Mayor's Perr	nit (1 certified	Mayor's Office of the Client's Respective		
true copy)	·	City/Municipality		
3. Notarized Certification	/Authorization	Meat Establishment Exporter (MEE) of the Client		
from the MEE Allowing the	em to Export			
their Products (listed product	ts) (1 certified			
true copy)				
4. Notarized Contract of Lea		Cold Storage Warehouse of the Client		
Ownership of DA-NMIS Li				
Storage Warehouse (1 certif	ied true copy)			
Single Proprietorship				
a. Certificate of Registratio	n (1 certified	Department of Trade and Industry (DTI) -		
true copy)		Regional and Provincial Offices – Negosyo		
L Occasion De Com	(ODA) (:!	Centers		
b. Special Power of Attorney		Client		
Authorized Representative	e (1 original			
copy)				

c. Valid ID with pictu	re and signature of the	Refer to AN		List of Acceptable
· ·	entative (1 photocopy	Government-		ification Cards
with 3 specimen sig	•	(IDs)/Docume	ents from the Clier	nt
-	ership/Cooperative	Securities E		
	a. Certificate of Registration (1 certified		•	nission (SEC) –
true copy)		-		egistration Division
		` ,	Cooperative Deve	elopment Authority
h Daard'a Daaalisti	:	(CDA)		
	ion of the Authorized	Client		
Representative (Defer to AN	NEV A for the	List of Assentable
-	re and signature of the Representative (1	Government-		List of Acceptable ification Cards
	specimen signatures)	(IDs)/Docume		ilication Carus
CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON
OLILINI OTLI O	ACEITOT ACTION	BE PAID	TIME	RESPONSIBLE
1. Submits duly	1.1 Receives duly	None	1 hour	Meat Import Export
accomplished	accomplished			Section (MIES)
notarized	notarized			Focal
application form	application form,			Regional Technical
and complete	reviews the			Operations Center
documentary	submitted			(RTOC)
requirements to	documentary			
the NMIS	requirements, and			
Regional	assess the			
Technical	completeness			
Operations	1.2 NIMIS Pagional		6 hours	Meat Import Export
Center (RTOC)	1.2 NMIS Regional Technical		0 Hours	Section (MIES)
for the initial	Operation Center			Focal
review and	(RTOC) Office			Regional Technical
assessment	endorses the			Operations Center
	application			(RTOC)
	through the Office			
	of the Executive			
	Director (OED)			
	and OED forwards			
	to the Central			
	Office - Meat			
	Import and Export			
	Division (CO-			
	MIED)			
	1.3 MIED CO	None	2 working days	Designated
	undertakes final			Reviewer

				₩
	review of the submitted requirements, prepares the Certificate of Registration (COR) for signature and approval of the Executive Director (ED), and endorses the COR to Records Section for releasing			Meat Import and Export Division (MIED) and Executive Director Office of the Executive Director
2. Picks-up the signed COR as Meat Exporter	2.1 Records Section releases the COR as Meat Exporter to the Authorized Representative and provide the Standardized Client/Customer Satisfaction Survey Form	None	1 hour	Records Officer Records Unit
	TOTAL	None	2 workings days and 4 hours	



10. Issuance of Official Meat Inspection Certificate (OMIC)

The Meat Inspection Code of the Philippines states that the NMIS through the Meat Import Export Division (MIED) shall conduct examination and inspection of all meat prepared for commerce and certifies the meat bound for export as fit for human consumption.

Office or Division:	Meat Impor	t Export Division	(MIED)		
Classification:	Simple				
Type of Transaction:	G2B - Gove	ernment to Busin	nment to Business		
Who may avail:	All NMIS Re	egistered Meat E	xportet		
Fees to be Paid:	None				
CHECKLIST OF R	EQUIREMENTS		WHERE TO SEC	URE	
1. Laboratory Result			al Meat Laborato	ry (CML) or NMIS	
Result (1 original			oratories		
performed in comp	•	g			
country requirements	•				
2. Meat Inspection (Certificate (MIC) (-	(MIO) assigned at	
original copy)			_	ouse (SLH), Poultry	
		_	ints (PDP) and I	Meat Cutting Plant	
		(MCP)			
3. Accomplished OMI	C Request Form ((MIO) assigned at	
original copy)			orter Establishme		
CLIENT STEPS	AGENCY ACTION		PROCESSING	PERSON	
		BE PAID	TIME	RESPONSIBLE	
	1.1 Verifies the	None	1 hour	Meat Inspection Officer (MIO)	
complete	legitimacy of the			Regional Technical	
requirements to	complete			Operations Center	
the NMIS MIO	requirements			(RTOC)	
for the issuance	submitted by the				
of OMIC.	client				
	1.2 Conducts	None	1 working day	Meat Inspection	
	inspection and	None	and 4 hours	Officer (MIO)	
	stamps all the		and 4 nours	Regional Technical	
	packaging using			Operations Center	
	the "NMIS			(RTOC)	
	Inspected and				
	Passed Logo" of				
	the meat bound				
	for export				
	1.3 Supervise the		2 hours	Meat Inspection	
	loading of			Officer (MIO)	
	inspected and			, ´	

	stamped meat bound for export and issues OMIC to the client and provide the Standardized Client/Customer Satisfaction Survey Form			Regional Technical Operations Center (RTOC)
2. Receives the approved OMIC.		None	1 Hour	Client
	TOTAL	None	2 working days	



Meat Standards Development and Consumer Protection Division

External Services



1. Issuance of Sales Promotion Permit for Central Office

Articles 116 to 121, 123b of the Consumer Act of the Philippines provides for the issuance of Permit to Conduct Promotion and the Joint Administrative Order No 1, Series of 2009 providing for the delineation of functions and shared responsibilities in the regulation of meat products between the Department of Agriculture-National Meat Inspection Service and Department of Health-Bureau of Food and Drugs.

The Joint Administrative Order authorizes the National Meat Inspection Service to issue permits relative to advertising and promotion and shall be secured in accordance with the delineation of product responsibility.

Sales promotion are techniques intended for broad consumer participation which contains promises of gain such as prizes, in cash or in kind, as a reward for the purchase of a product, security, service or winning in contest, game, tournament, and other similar competitions which involved determination of winner/s and which utilize mass media or widespread media of information.

Office or Division:	Meat Standards Development and Consumer Protection			
	Division			
Classification:	Simple			
Type of Transaction:	G2B - Governme	nt to Business		
Who may avail:	Meat companies,	Advertising Agencies		
Fees to be Paid:	(Sales Promotion mailing fee if appl	Permit Fee + Fee for the Amount of Prizes) + licable		
CHECKLIST OF REQ	UIREMENTS	WHERE TO SECURE		
1. Application form (1 origin	nal copy)	NMIS Meat Standards Development and		
		Consumer Protection Division		
		Promo_Application_Form.pdf (nmis.gov.ph)		
 A graphical presentation of at least one advertising material that contains the complete mechanics, duration, prizes and coverage of the promotion and shall imprinted on it the phrase: per NMIS Permit No Series of 		Client		
3. All other advertising materials shall indicate "See poster or print ad for complete details and the phrase per NMIS Permit No Series of One (1) copy for each advertising material.				

				47
Operate by the	4. Photocopy of Certificate of License to Operate by the Meat Establishment – one (1) copy			1990
5. Merchandizing	materials and its graphical one (1) copy each.	Client		
CLIENT STEPS	AGENCY ACTION	FEES	PROCESSING	PERSON
	1102110111011	TO BE	TIME	RESPONSIBLE
		PAID		
1. Submits/ send application together with complete requirements via mail, personal filing, or e-mail.	 Via Registered Mail Receive and sign courier's log indicating the information on the received mail. Via Personal Filling Accepts the application and other relevant documents, stamp and sign the receiving copy. Via Electronic Mail Send an acknowledgement e- mail upon receipt of the application and other relevant documents 	None	1 hour	Meat Inspection Officer Meat Standards Development and Consumer Protection Division (MSDCPD)
	1.1 Assesses the application submitted with complete requirements 1.3 Issues Order of Payment	None	1 hour 30 minutes	Meat Inspection Officer Meat Standards Development and Consumer Protection Division (MSDCPD) Meat Inspection Officer MSDCPD
2. Pays Sales	2.1 Issues Official	For the	30 minutes	Administrative
Promotion	Receipt (OR)	Fees,	JO Hilliules	Officer II
i ioinotion	Neceipt (Oit)	1 553,		Cashier Section
			<u>l</u>	34011101 00011011

Permit fee &		refer to		1898
Fees for the		the		
Amount of		table		
Prizes.		below		
Additional	2.2 Records Sales	None	1 working day	Meat Inspection
Courier fee (if	Promotion OR			Officer
requested by	Number in Logbook			MSDCPD
the applicant)	2.3 Prepares Sales			
and receives	Promotion Permit			
Official	2.4 Records Sales			
Receipt (OR)	Promotion Permit			
	Number in Logbook			
	2.5 Endorses Sales			
	Promotion Permit to			
	the Office of the			
	Executive Director			
	2.6 Approves permit	None	1 working day	Executive
				Director
				Office of the
				Executive
				Director
3. Receives	3.1 Provide the	None	1 hour	Records Officer II
Sales	Standardized			Records Unit
Promotion	Client/Customer			
Permit	Satisfaction Survey			
through: - Pick-up	Form			
- Courier				
- Registered				
Mail				
	TOTAL	Refer to	2 working days	
		the	and 3 hours	
		table		
		below +		
		mailing		
		fee if		
		applicab		
		le		

Table of Sales Promotion Permit Fees:

COVERAGE	COST
a. Nationwide	PHP 1,000.00
b. Several Regions including NCR	PHP 1,000.00
c. More than one (1) region but excluding NCR	PHP 750.00

FEE FOR THE AMOUNT OF PRIZES	1890
a. Up to PHP 50,000.00	PHP 250.00
b. PHP 50,001.00 to PHP 150,000.00	PHP 500.00
c. PHP 150,001.00 to PHP 300,000.00	PHP 1,000.00
d. PHP 300,001.00 to PHP 500,000.00	PHP 2,000.00
e. PHP 500,001.00 to PHP 1,000,000.00	PHP 3,000.00
f. Above PHP 1,000,001.00	PHP 5,000.00
BLANKET APPROVAL FOR RECURRING SALES	PROMOTION
Covering a Period of one (1) year	Full amount of Permit Fee and Prizes Fee
	Plus (+) Fifty Percent 50%
CHANGE IN APPROVED VARIABLES	
Mechanics, coverage, duration, participating	PHP 300.00
products or Date of selection of the Winner	

For Mailing Fee:

Memorandum Order No. CO-01-2024-038 "Current Courier Service Mailing Rate/Fee for Clients Availing the Delivery Services of documents from Central Office to their Requested Address/Location"

Region/Location	Current Mailing Rate/Fee					
	Accreditation Certificate - MIT/LTO initial, etc. (A4 size paper)	Other Documents (Legal size paper)	LTO Certificate (A3 size paper)			
NCR	PHP 106.72	PHP 132.90	PHP 230.00			
North Luzon	PHP 132.52	PHP 144.80	PHP 245.00			
South Luzon	PHP 142.52	PHP 144.80	PHP 245.00			
Visayas	PHP 144.42	PHP 156.70	PHP 285.00			
Mindanao	PHP144.42	PHP 156.70	PHP 285.00			



2. Redress of Consumer Complain for Under Mediation

This service offers a venue for consumers who buy fresh, chilled or frozen meat to air their complaints in a manner where the resolution becomes mutually acceptable for both the complainant and respondent.

Under Chapter III of the Consumer Act of the Philippines, it is stated that "the concerned department may commence an investigation upon petition or letter complaint from the consumer". The department shall establish procedures for systematically logging in, investigating and responding to consumer complaints into the development of consumer policies, rules and regulations, assuring as far as practicable simple and easy access on the part of the consumer to seek redress for his grievances.

Meanwhile, under RA 9285, an act to institutionalize the use of Alternative Dispute Resolution (ADR) System in the Philippines and to establish the Office for the Alternative Dispute Resolution, and for other purposes, it provides that "the state shall encourage and actively promote the use of ADR to achieve speedy and impartial justice and declog court dockets.

Office or Division:		Meat Standar	d Developmen	t and Consumer F	Protection Division		
Classification:		Highly Techni	cal (Under Spe	ecial Law)			
Type of Transactio	n:	G2C - Govern	ment to Citize	n			
		G2G - Goverr	nment to Gover	rnment			
Who may avail:		Consumers w	s who purchased meat				
Fees to be Paid:		None	•				
CHECKLIST OF	REQUI	REMENTS		WHERE TO SEC	URE		
Complaint letter, eith submitted or coursed original or printed co	d throug	•	Client				
A Filled-out Informat No. 1)	ion shee	et (ADR From	om NMIS Website (<u>www.nmis.gov.ph</u>)				
CLIENT STEPS	AGEN	ICY ACTION	FEES TO	PROCESSING	PERSON		
			BE PAID	TIME	RESPONSIBLE		
Submits filled-out and signed Information Sheet 1 or letter of	asse out	ceives and ess the filled- and signed rmation	None	1 working day	Consumer Protection Focal Meat Standards Development and		

			MINI
starts during the actual time of the retrieval of the complaint.			1898
1.2 If complaint is received through telephone call, MSDCPD-Consumer Protection focal person fills-out Information			Consumer Protection Focal Meat Standards Development and Consumer Protection Division (MSDCPD)
Sheet 1.3 If the complaint falls under mediation, fills out the endorsement form (Form No. 2a) together with the Information Sheet and submit to the Office of the Executive Director (OED) for approval.			Consumer Protection Focal Meat Standards Development and Consumer Protection Division (MSDCPD)
1.4 The OED approves the Endorsement.	None	3 working days	Executive Director Office of the Executive Director
1.5 Send endorsement to the concerned Regional Technical Operations Center through email	None	2 working days	Consumer Protection Focal Meat Standards Development and Consumer Protection Division (MSDCPD)

				41 11 2
	1.6 Receives endorsement from the central office. Prepares for the conduct of mediation	None	5 working days	Consumer Protection Focal Meat Standards Development and Consumer Protection Division (MSDCPD)
2. Attend Mediation (both the respondent and the complainant)	2.1 Conduct mediation a. First hearing b. Second hearing c. Third hearing and signing of settlement agreement	None	10 working days	Regional Alternative Dispute Resolution Specialist Regional Technical Operation Center (RTOC)
	2.2 Furnish the OED and furnish the MSDCPD a copy on the result of the resolution of the complaint through email.	None	1 working day	Consumer Protection Focal Meat Standards Development and Consumer Protection Division (MSDCPD)
	TOTAL	None	2 working days	



3. Redress of Consumer Complaint for Regulatory Investigation

This service offers a venue for consumers who buy fresh, chilled or frozen meat to air their complaints in a manner where the resolution becomes mutually acceptable for both the complainant and respondent.

Office or Division:		Meat Standar	d Developmen	t and Consumer F	Protection Division
Classification:		Highly Techn	ical (Under Spe	ecial Law)	
Type of Transactio	n:	G2C - Govern	nment to Citize	n	
		G2G - Govern	nment to Gover	rnment	
Who may avail:		Consumers w	/ho purchased	meat	
Fees to be Paid:		None			
CHECKLIST OF	REQUI	REMENTS		WHERE TO SEC	URE
1. Complaint letter, e		•	Client		
submitted or cour		ough online (1			
original or printed		boot (ADD	NIMIC Woboit	o (ununu proio gov	nb)
2. A Filled-out Inform From No. 1)	nation S	neet (ADK	INIVIIO VVEDSIT	e (<u>www.nmis.gov.</u>	<u>pri)</u>
CLIENT STEPS	AGEN	ICY ACTION	FEES TO	PROCESSING	PERSON
OLILITI OTLI O	AOLIN	ioi Aorion	BE PAID	TIME	RESPONSIBLE
9. Submits filled-	1.1 Re	ceives and	None	1 working day	Consumer
out and signed	_	ess the filled-			Protection Focal
Information	out	and signed			Meat Standards
Sheet 1	Info	rmation			Development and
or letter of		et No. 1 or			Consumer
complaint		letter of			Protection
	com	plaint.			Division
	15.41-				(MSDCPD)
		e complaint is rsed through			
		il, the			
		essing time			
		ts during the			
	actu	al time of the			
	retri	eval of the			
		plaint.			
		omplaint is			Consumer
		ceived			Protection Focal
		ough			Meat Standards
		ephone call,			Development and
		SDCPD-			Consumer
		nsumer			Protection
		otection focal			Division
	pe	rson fills-out			(MSDCPD)

				/// [X]
	Information			1098
	Sheet			
	1.3 If the complaint			Consumer
	falls under			Protection Focal Meat Standards
	regulatory			
	investigation,			Development and
	forward			Consumer
	Information			Protection
	Sheet to the			Division
	Office of the			(MSDCPD)
	Regional			
	Technical			
	Director for			
	endorsement to			
	Enforcement			
	Group for			
	investigation			
	1.4 Conduct	None	7 working days	Enforcement Focal
	regulatory			Regional
	investigation			Technical
				Operation Center
	4-0			(RTOC)
	1.5 Sends report on	None	2 working days	Enforcement Focal
	the result of the			Regional
	conduct of			Technical
	investigation to			Operation Center
	the complainant			(RTOC)
	copy furnish the			
	Office of the			
	Executive			
	Director copy			
	furnished the			
	MSDCPD			
0. 444	through email	N.		D / 00" "
2. Attend	2.1 Furnish the	None	2 working days	Records Officer II
Mediation (both	complainant the			Records Unit
the respondent	report on the			
and the	action taken to			
complainant)	resolve the			
	complaint through			
	e-mail or courier.	NI -	40	
	TOTAL	None	12 working	
			days	

4. Redress of Consumer Complaint Received at the Central Office and Endorsed to Other Office

This service offers a venue for consumers who buy other agricultural products to air their complaints. The National Meat Inspection Service promptly endorses the complaint to the office concerned.

Office or Division:		Meat Standar	d Developmen	t and Consumer F	Protection Division
Classification:		Highly Techni	ical (Under Spe	ecial Law)	
Type of Transactio	n:	G2C - Govern	nment to Citize	n	
		G2G - Govern	nment to Gover	rnment	
Who may avail:		Consumers w	ho purchased	meat	
Fees to be Paid:	None	·			
CHECKLIST OF	REQUIF	REMENTS		WHERE TO SEC	URE
Complaint letter, esubmitted or cour original or printed	sed thro	•	Client		
4. A Filled-out Inforr From No. 1)	nation s	heet (ADR	NMIS Website	e (<u>www.nmis.gov.</u>	<u>ph</u>)
CLIENT STEPS	AGEN	ICY ACTION	FEES TO	PROCESSING	PERSON
			BE PAID	TIME	RESPONSIBLE
1. Submits filled- out and signed Information Sheet 1 or letter of complaint	1.1 Receives and assess the filled-out and signed Information Sheet No. 1 or the letter of complaint. If the complaint is coursed through email, the processing time starts during the actual time of the retrieval of the complaint. 1.2 If complaint is received through telephone call, MSDCPD-Consumer Protection focal person fills-out		None	1 working day	Consumer Protection Focal Meat Standards Development and Consumer Protection Division (MSDCPD)
					Consumer Protection Focal Meat Standards Development and Consumer Protection

·		1	1898
Information			Division
Sheet			(MSDCPD)
1.3 If the compla	aint		Consumer
does not fall			Protection Focal
under NMIS			Meat Standards
jurisdiction, fil	II		Development and
out the			Consumer
endorsement			Protection
form			Division
(Endorsemen	nt		(MSDCPD)
Form No. 2a)			
together with	the		
Information			
Sheet and			
submit for			
approval to th	ne		
Office of the			
Executive			
Director (OEI	O)		
1.4 The OED	None	2 working days	Executive Director
approves the			Office of the
Endorsement			Executive
			Director
1.5 Sends appro	ved None		Records Officer II
endorsement			Records Unit
other office			
through emai	I		
	TAL None		
		<u> </u>	



Plant Operation Standard and Monitoring Division

External Services



1. Deputation of LGU Meat Inspection Officer

The process of deputation of Local Government Unit (LGU) meat inspection officers (Meat Inspectors or Veterinarians) is established to augment the NMIS workforce in the enforcement of meat inspection, hygiene and animal welfare rules and regulation in a specified NMIS-licensed slaughterhouse or poultry dressing plant.

Office or Division:		Plant Operation Standards and Monitoring Division (POSMD)				
Classification:		Complex			·	
Type of Transaction	า:	G2G - Govern	nment to Gover	rnment		
Who may avail:		NMIS Region	al Technical O	peration Centers		
		LGU Meat Ins	spection Office	rs		
Fees to be Paid:		None				
CHECKLIST OF	REQUIF	REMENTS		WHERE TO SEC	URE	
New/Renewal						
Endorsement Le		•	NMIS Region	al Technical Oper	ation Center	
copy either origin	nal, sca	nned copy or				
photocopy)	al Data	Ob a at /4	I OI I Ma at la			
Updated Person sony either origin			LGU Meat ins	spection Officer		
copy either origing photocopy	iai, scai	ппеа сору ог				
	(1 scan	ned conv or				
photocopy)	BMIC certificate (1 scanned copy or photocopy)					
4. Endorsement let	ter from	LCE (1	Local Govern	ment Unit - Local	Chief Executive	
scanned copy or		•				
5. Appointment Sei	rvice Co	ontract	Local Government Unit			
/Special Order (1	1 scann	ed copy or				
photocopy			_			
6. Bank Account In		•	LGU Meat Inspection Officer			
information must						
name and accou						
7. Passport size pic		•				
colored copy)	nigiriai	oi scarineu				
Additional Requirer	nent fo	r Renewal				
		hecklist for	Regional Tec	hnical Operation (Center – Plant	
Deputized MIO			_	andard and Monito		
CLIENT STEPS	AGEN	ICY ACTION		PROCESSING		
			BE PAID	TIME	RESPONSIBLE	
1. Submits	1.1 Red	ceiving and	None	1 hour	Records Officer II	
Endorsement		warding of			Records Unit	
Letter for LGU		dorsement				
Deputation and		ter for LGU				
its		outation and				
corresponding	its					

				₩
requirements addressed to	corresponding requirements			1896
the Executive Director	1.2 Receiving, reviewing and verification of documents	None	3 working days	Deputation Program Focal POSMD
	1.3 Preparation of Deputation Order	None	2 working days	Deputation Program Focal POSMD
	1.4 Endorsement of Deputation Order	None	4 hours	Chief Meat Control Officer POSMD
	1.5 Approval of Deputation Order	None	4 hours	Executive Director Office of the Executive Director
2. Downloading of signed Deputation Order/s and dissemination to	2.1 Forwarding of signed Deputation Order/s to Records Unit and		7 hours	Secretary II Office of the Executive Director
the concerned LGU and individuals	uploading of Deputation Order for posting at NMIS-ECS (Electronic Communication System)			Records Officer II Records Unit
	TOTAL	None	7 working days	



Project Management Office – Engineering Section External Services

1. Issuance of Registration to Meat Establishment Contractors, Fabricators, and Equipment/Facility and Refrigeration Supplier

Pursuant to DA Memorandum Circular No. 01 series of 2007 and NMIS Memorandum Order No. 2-2008-18 series of 2008, the NMIS, through its Engineering Office, facilitates the registration of Meat Establishment Contractors, Fabricators, and Equipment/Facility and Refrigeration Supplier in order to properly implement the National Standards for the construction and upgrading of meat establishments, under Meat Establishment Improvement Program (MEIP) and other DA Slaughterhouse Projects. The said Meat Establishment Contractors, Fabricators, and Equipment/Facility and Refrigeration Supplier must undergo first a process of evaluation, classification and registration at the NMIS before they can participate in the bidding involving construction or improvement of meat establishments, such as but not limited to slaughterhouses and poultry dressing plants.

Office or Division:	Project Mana	gement Office - Engineering				
Classification:	Highly Technical					
Type of Transaction:	G2B - Govern	nment to Business				
Who may avail:	Meat Establis	hment Contractors, Fabricators, Equipment/Facility				
	and Refrigera	ation Suppliers				
Fees to be Paid:	(Application F	ee + Processing Fee + Registration Fee) + Mailing				
	Fee if applica	ble				
CHECKLIST OF REQUI	REMENTS	WHERE TO SECURE				
1. Letter of Intent with the for	ollowing info	Client				
(1 original copy):						
a. Complete legal name						
b. Complete mailing add						
c. Authorized legal repr						
evidenced by a Spec						
Attorney (SPA) or Bo Resolution	aru					
d. Contact details.						
e. Specimen signature	nf .					
representative and pr						
SEC or DTI Registration						
True Copy)	`	www.secexpress.ph				
		Download DTI Certificate/Certification at:				
	http://www.bnrs.dti.gov.ph/web/guest/registration					
2. Business Permit/Mayor's permit (1		Business' respective Municipality/City				
Certified True Copy)						
3. Taxpayer's Identification	, ,					
Tax Clearance from BIR	(1 Certified	(RDO)				
True Copy)						

Return with BIR stamp (1 Certified True Copy)					
List of Projects completed for the last five (5) years (1 original copy)	Client				
6. Notarized undertaking that the company is not "blacklisted" or barred from joining biddings by the Government or any agencies, offices, corporations or LGUs, including non-inclusion in the Consolidated Blacklisting Report issued by the Government Procurement Policy Board (GPPB) (1 Certified True Copy)		Portal: https://ww	w.gppb.gov.ph/		
7. Company's Organizational Chart (1 original copy)	Client				
8. List of Sustaining Technical Employees with corresponding valid professional license (PRC) and TESDA Certificate for Skilled Workers (1 original copy)	Client				
Additional Requirements for Meat Estab	lishment Con	tractors			
9. PCAB License (1 photocopy)					
10. List of construction equipment					
owned/leased (with proof of ownership					
or Lease Contract) (1 photocopy)		ton Annlinant			
Additional for Meat Establishment Equip	oment Fabrica	tor Applicant			
11. List of fabrication equipment					
owned/leased (with proof of ownership or Lease Contract) (1					
photocopy)					
Additional for Meat Establishment Equi	 oment/Facility	and Refrigeratio	n Supplier		
Applicants	3	and itomigorano	Сарріїсі		
12. Product Lines with brochures,	Client				
pamphlets, etc. (1 copy)					
13. Memorandum of Agreement/Contract	t Client				
to distribute between Principal based					
abroad and Supplier (1 copy)					
14. Notarized undertaking accepting	Client				
responsibility over safety and quality of					
equipment from abroad (Supplier					
Liability) (1Certified True Copy)					
Liability) (1Certified True Copy) CLIENT STEPS AGENCY ACTION	FEES TO	PROCESSING	PERSON		

			/// \\\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\
1.1 Accept, review	None	1 working day	Infrastructure
and evaluate the			Focal Person
LOI together with			Regional
complete			Technical
documentary			Operation
			Centers (RTOC)
1.2 Issue the			
Payment Order			
•			
•			
2.1 Collect fees and	Application	5 working days	Special Collecting
issues O.R.	Fee: PHP		Officer (SCO)
	500.00		Regional
			Technical
	Processing		Operation
	Fee: PHP		Centers (RTOC)
	2,500.00		
•	None		Infrastructure
			Focal Person
letter and			Regional
forward original			Technical
documents to			Operation
Central Office			Centers (RTOC)
2.3 Receive the	None	30 minutes	Records Officer II
endorsement			Records Unit
letter with			
original			
documents and			
forward to the			
Office of the			
Executive			
Director (OED)			
2.4 Receive	None	30 minutes	Executive Director
endorsement			Office of the
letter with			Executive
original			Director
documents and			
route to the			
PMO-			
Engineering			
Section.			
	and evaluate the LOI together with complete documentary requirements. 1.2 Issue the Payment Order Slip to client to pay for the Application & Processing Fees. 2.1 Collect fees and issues O.R. 2.2. Prepare the endorsement letter and forward original documents to Central Office 2.3 Receive the endorsement letter with original documents and forward to the Office of the Executive Director (OED) 2.4 Receive endorsement letter with original documents and route to the PMO-Engineering	and evaluate the LOI together with complete documentary requirements. 1.2 Issue the Payment Order Slip to client to pay for the Application & Processing Fees. 2.1 Collect fees and issues O.R. Application Fee: PHP 500.00 Processing Fee: PHP 2,500.00 None 2.2. Prepare the endorsement letter and forward original documents to Central Office 2.3 Receive the endorsement letter with original documents and forward to the Office of the Executive Director (OED) 2.4 Receive endorsement letter with original documents and route to the PMO- Engineering	and evaluate the LOI together with complete documentary requirements. 1.2 Issue the Payment Order Slip to client to pay for the Application & Processing Fees. 2.1 Collect fees and issues O.R. Processing Fee: PHP 500.00 Processing Fee: PHP 2,500.00 None 2.2. Prepare the endorsement letter and forward original documents to Central Office 2.3 Receive the endorsement letter with original documents and forward to the Office of the Executive Director (OED) 2.4 Receive endorsement letter with original documents and route to the PMO- Engineering

				/// [\\ _B
	2.5 Receive the endorsement letter with original documents, schedule the onsite evaluation, and prepare the Memorandum and Travel Order for the purpose, for initial of the PMO head, PIMD head and approval of the Executive Director	None	3 working days	Engineering Stäff PMO- Engineering Section
3. Answer the queries of the evaluators and present the original copies of submitted documentary requirements and provide access to the evaluators to its facilities.	3.1 Validate the documentary requirements submitted, conduct evaluation, and classify if the client passes the evaluation process.	None	2 working days	Infrastructure Focal Person Regional Technical Operation Centers (RTOC) Engineering Staff PMO- Engineering Section
4. Receive the evaluation and classification results from the RTOC / evaluators	4.1 Provide the evaluation and classification results	None	15 minutes	Engineering Staff PMO- Engineering Section Infrastructure Focal Person Regional Technical Operation Centers (RTOC)
5. Pay the registration/ accreditation fee	5.1 If failed: Go back to the steps for	Registration Fee: Class A =		(/

				/// [\\\ _s _
and/or mailing fee at the	application of New Registration	PHP 500.00		1890
RTOC's Collection Office	If passed: Collect the	Class AA = PHP 1,000.00		
	accreditation/regi stration fee and issues O.R. and forward O.R. to	Class AAA = 1,500.00		
	Central Office	Mailing Fee: Please refer to the table for Mailing Fee		
	5.2 Prepare the Certificate of Registration, for initial of the PMO- Engineering Head and	None	1 working day	Engineering Staff PMO- Engineering Section Engineer III PMO-
	signature of the agency head.			Engineering
6.Client receives	5.3 Forward the approved Certificate of Registration to the PMO-Engineering Section, who will forward the same to the Records Section. 6.1 Provide the	None	30 minutes	Engineering Staff PMO- Engineering Section Executive Director Office of the Executive Director
the Certificate of Registration Via Personal Pickup: Receive and sign log if for personal pickup at NMIS Central Office	6.1 Provide the Standardized Client/Customer Satisfaction Survey Form	None	10 minutes	Records Officer II Records Unit

Via Registered Mail: Receive and sign courier's log indicating the information on the received mail.				1099
Via RTOC: Receive and sign log at the concerned RTOC.				
	TOTAL	PHP 500 + PHP 2500 + Registration Fee+ Mailing Fee	12 working days, 2 hours, 25 minutes	

2. Procedure for Technical Assistance in the Meat Establishment, that is, Construction, Repair, Rehabilitation, Expansion and Upgrading

Pursuant to the revised implementing rules and regulations of Republic Act (R.A.) No. 9296, as amended by R.A. No. 10536, the NMIS, through its Engineering Office shall provide technical assistance, when requested, to local government units and private entities on site selection, construction, renovation or upgrading/improvement of the Meat Establishments and monitor the implementation and compliance to National Standards and environmental requirements.

Office or Division:		Project Manag	Project Management Office - Engineering			
Classification:		Simple				
Type of Transaction: G2B - Gov		G2B - Govern	ment to Busin	ess		
		G2G - Goverr	nment to Gove	rnment		
Who may avail:		Local Govern	ment Units, Pri	vate Entities		
Fees to be Paid:		None				
CHECKLIST OF	REQUI	REMENTS		WHERE TO SEC	URE	
1. Letter of Reques	st for Te	chnical	Client			
Assistance of M						
CLIENT STEPS	AGEN	ICY ACTION	FEES TO	PROCESSING	PERSON	
			BE PAID	TIME	RESPONSIBLE	
1. Submit Letter of		cept the	None	1 working day	Infrastructure	
Request for		er of			Focal Person	
Technical		luest, prepare			Regional	
Assistance to		orsement			Technical	
the respective		er and			Operation (DTOC)	
Regional	_	ard to			Centers (RTOC)	
Technical	Central Office					
Operations	1.2 Receive the		None	30 minutes	Records Officer II	
Center (RTOC)		orsement			Records Unit	
		er and				
	_	ards the				
		ne to the				
		ce of the				
	Executive					
	Director (OED)					
	1.3 Receive the		None	1 working day	Executive Director	
	endorsement				Office of the	
letter and route				Executive		
	to the PMO-				Director	
	_	ineering 				
		tion.			F ' ' ' ' ' ' '	
	1.4 Arr	ange with	None	3 working days	Engineering Staff	

	RTOC the			PMO-
	schedule for			Engineering
	conduct of			Section
	technical			
	assistance and			
	prepare the			
	memorandum			
	and travel order			
	for the purpose, for initial of the			
	PMO/PIMD head			
	and approval of			
	the agency			
	head			
2. Attend the	2.1 Conduct on-site	None	1 working day	Infrastructure
conduct of on-	technical visit with			Focal Person
site technical	client and discuss			Regional
assistance	technical			Technical
	requirement/s.			Operation Centers (RTOC)
				Contois (11100)
				Engineering Staff PMO-
				Engineering
				Section
	2.2 Prepare travel	None	1 working day	Engineering Staff
	report with			PMO-
	complete			Engineering
	signature/e-			Section
	signature and			
	submit to OED,			
	photocopy and			
	furnish travel			
	report to client			
O. Donnier the	and RTOC.	NIa	40	Doordo Officar II
3. Receive the technical	3.1 Provide the Standardized	None	10 minutes	Records Officer II Records Unit
assistance report	Client/Customer			11000100 01111
assistance report	Satisfaction			
Via Personal Pick-	Survey Form			
up:				
Receive and				
sign log if for				
personal pick-				

up at NMIS Central Office				1898 170N
Via Registered Mail: Receive and sign courier's log indicating the information on the received mail.				
Via RTOC: Receive and sign log at the concerned RTOC.				
	TOTAL	None	10 days, 1 hour and 40 minutes	

3. Procedure for the Availment of Meat Establishment Improvement Program (MEIP) for Funding Assistance

Pursuant to the Joint DA-DILG-DBM Memorandum Circular no.01 series of 2006 "Guidelines on Local Government Units (LGUs) Meat Establishment Improvement Program (MEIP)", the NMIS, through its Engineering Office shall organize and prepare the short list of priority recipients based on criteria and determine the compliance to NMIS standards on accreditation.

Office or Division:	Project Mana	gement Office - Engineering		
Classification:	Highly Technical			
Type of Transaction:	G2G - Govern	nment to Government		
Who may avail:	Local Govern	ment Units		
Fees to be Paid:	None			
CHECKLIST OF REQUIP	REMENTS	WHERE TO SECURE		
Initial Submission				
Letter of Intent (1 printed copy)	., .	Client		
Second Submission (Long	list)			
1. SB Resolution allowing the construct "AA" Slaughterh		Client		
2. Feasibility Study/ Concep	t paper	Client		
3. OCT/TCT of Lot, Deed of sale, or Deed of Absolute and Acceptance		Client		
4. Comprehensive Land Use (CLUP) Certification/ Zon Certification		Client		
5. Environmental Clearance or machine copy of the ap receiving copy, or Certific proponent has completed application requirements	oplication ation that the the	Client		
6. Engineering Plan/ Detaile Engineering Design	d	Client		
7. Program of Works		Client		
Third Submission (Short L	ist)			
8. Certificate of Availability (CAF)	of Funds	Client		
9. Seal of Good Housekeep	ing.	Client		
10. Revised Engineering Engineering Design.	Plan/Detailed	Client		
11. Revised Program of V	Vorks.	Client		

CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON
OLILITI OTLI O	ACENOT ACTION	BE PAID	TIME	RESPONSIBLE
Submit Letter of Intent to the	1.1 Accept the Letter of	None	5 working days	Infrastructure Focal Person
respective	Request, prepare			Regional
Regional Technical	endorsement letter and			Technical Operation
Operations Center (RTOC)	forward to Central Office			Centers (RTOC)
Center (TCTCC)	1.2 Receive the endorsement letter and forwards the same to the Office of the Executive	None	30 minutes	Records Officer II Records Unit
	Director (OED) 1.3 Receive the endorsement letter and route to the PMO- Engineering Section.	None	1 working day	Executive Director Office of the Executive Director
	1.4 Prepare reply letter (copy furnish to RTOC) for the submission of initial documents for long listing of applicants.	None	1 working day	Engineering Staff PMO- Engineering Section
2. Submit initial documents for the long listing of applicants.	2.1 Receive and verify the completeness of the submitted documents. Complete: 1. Receive and sign acknowledgment receipt stating that the documents submitted are	None	1 working day	Infrastructure Focal Person Regional Technical Operation Centers (RTOC)

				/// \\\ _{\\}
	2. Prepare endorsement letter to Central Office and attach the complete documents. Incomplete: 1. Receive and sign acknowledgment receipt stating that the documents submitted are incomplete. 2. Return the documents to the client. 2.2 Receive the	None	1 working day	Records Officer II
	endorsement letter and forward the same to the OED			Records Unit
3.Attend the coordination meeting and onsite inspection	3.1 Conduct on-site evaluation for the proposed lot area for the construction of Meat Establishment.	None	1 working day	Engineering Staff PMO- Engineering Section Infrastructure Focal Person Regional Technical Operation Centers (RTOC)
	3.2 Prepare travel report/site-evaluation report with complete signature and submit to OED	None	1 working day	Engineering Staff PMO- Engineering Section
	3.3 Submit to MSDCPD the long list of all LGUs for	None	30 minutes	Engineering Staff PMO- Engineering Section

				Mini
	possible financial assistance for the schedule of Social Preparation Orientation Workshop (SPOW) and inform the client.			1896
4. Submission of final requirements for short listing after the SPOW	4.1 Prepare endorsement letter to Central Office and attach the complete documents.	None	5 working days	Records Officer II Records Unit
	4.2 Receive the endorsement letter and forward the same to the OED	None	30 minutes	Executive Director Office of the Executive Director
	4.3 Receive the endorsement letter and route to the PMO-Engineering Section.	None	1 hour	Engineering Staff PMO- Engineering Section
	4.4 Complied Client to be included in the short list of MEIP funding assistance for approval of the Executive Director	None	3 working days	Engineering Staff PMO- Engineering Section
	Not Complied Provide letter to the client that they are not included in the short list.			

				1
5.Receive the	5.1 Provide the	None	30 minutes	Engineering Staff
letter of approval	Standardized			PMO-
	Client/Customer			Engineering
	Satisfaction			Section
	Survey Form			
	TOTAL	None	23 days, 6	
			hour and 30	
			minutes	



Administrative Division – Facility Management Office

External Services

1. Request for use of SHE Hall, Training and Dormitory Room for Internal/ External Clientele

This service pertains to transaction or request relative to use of SHE Hall, Training Room for official gatherings for External Clientele and Dormitory Room for Internal/External Clientele at the National Meat Inspection Service (NMIS).

Office or Division:	Administrative Division/ Facility Management Office				
Classification:	Simple				
Type of Transaction:	G2G - Governr	ment to Government			
	G2C – Governi	ment to Citizen			
Who may avail:	All				
Fees to be Paid:	(Type of Facilit	y x # of days)			
CHECKLIST OF REQU	IREMENTS	WHERE TO SECURE			
Any of the following: a. Letter of Request on the Dormitory, SHE Hall, a Room (1 Original Copy b. Accomplished request Original Copy)	ind Conference /)	Administrative Division/Facility Management Office			
c. Duly accomplished NMIS Dormitory Reservation Tool (NDRT) or NMIS Resource Reservation Tool (NRRT) (1 Electronic Copy)		Online Resource Reservation Request Tool - For Dormitory: (bit.ly/NMISDRT) - For SHE Hall and Conference Room: (http://nmis.live:127/)			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Request Form (together with Letter Request, if applicable) to NMIS	1.1 Receives and evaluates the correctness and completeness of the Request	None	30 minutes	Administrative Division (AD)/Facility Management Office
Administrative Office or accomplishes an NDRT/NRRT to Online Resource	1.2. Check availability of the facility	None	30 minutes	Administrative Division (AD)/ Facility Management Office
Reservation Request Tool	1.3 Approves/ Disapproves Request	None	20 minutes	Chief Administrative Officer

1.Submits Request Form (together with Letter Request, if applicable) to NMIS Administrative Office or accomplishes an	Issues Letter of Denial of Request through email/call(for immediate information) if disapproved	None None	20 minutes 20 minutes	1898
NDRT/NRRT to Online Resource Reservation Request Tool	If approved give a duplicate copy of the Approved Request Form and Training /Dormitory room assignment			Facility Management Office/ Administrative Division (AD)
	1.4 Files the original copy of the Approved Request Form	None	15 minutes	
2. Use of the Facility	1.1.1Coordinate with the Facility Management Office before and after use 1.2Issued to the concern the statement of account (SOA) immediately after the use of the facility	None	20 minutes	
3. Submits statement of account (SOA) and pays the Facility Fee to the Cashier	3.1Accepts/ receives payment and issues Official Receipt (O.R.)	Refer to the Schedule of fees below	15 minutes	Administrative Division (AD) Cashier Section
4. Presents the O.R	4.1 Accepts for issuance of clearance	None	10 minutes	Cashier Section/ Facility Management Office/ Administrative Division (AD)
TOTAL		Type of Facility x No. of Days	3 hours	



SCHEDULE OF FEES

Facility	Payment fee	Capacity
Salvador H. Escudero III (SHE) Hall (venue only)	PHP40,000.00 per day PHP 5,000.00 per hour PHP 6,000.00 additional hour	Sitting Minimum - 100pax Maximum - 500pax With Table Minimum - 150pax Maximum - 300pax
Training Room A	PHP10,000.00 per day PHP 1,250.00 per hour PHP 1,500.00 additional hour	Minimum - 35pax Maximum - 50pax
Training Room B	PHP 8,000.00 per day PHP 1,000.00 per hour PHP 1,200.00 additional hour	Minimum - 35pax Maximum - 50pax
Training Room C	PHP 5,000.00 per day PHP 625.00 per hour PHP 700.00 additional hour	Minimum - 20pax Maximum - 35pax

Note: Additional hour is up to 6 PM only

Facility - Dormitory	Payment fee	Condition/ Requirements
NMIS officials and employees	PHP100.00 per person per day/night	Regular occupants - maintain cleanliness and bring their bedding Non -Regular occupants -maintain cleanliness
 a. Department of Agriculture (DA) Agency Official or Employees b. Other Government Agency Personnel c. Other Private individuals with referrals 	PHP400.00 per person per day/night	Maintain cleanliness, and request clearance from the Security Guard after use



Administrative Division – Human Resource Management Section External Services



1. Filling Up of Vacant Positions

Part of the Recruitment, Selection and Placement is the filling-up of vacant positions. It refers to the process of laying down the recruitment plan, sourcing applicants and updating the pools of applicants for 1st and 2nd level vacant positions of the Agency.

Office or Division:		Administrative Division – Human Resource Management (HRM) Section					
Classification:		Highly Technical					
		ent to Govern	ment (G2G)				
Type of Transaction:		Government to Citizen (G2C					
Who may avail:	All intere	sted and quali	fied internal and ex	ternal applicants			
Fees to be Paid:	None						
CHECKLIST OF REQUIP	REMENTS		WHERE TO SEC	URE			
Basic Requirements:							
Letter of Application sp position and office applying original)	, ,	Applicant					
2. Duly accomplished swo Personal Data Sheet (CS 212, Revised 2017) (1 ori	C Form No. ginal)		Commission (CSC	,			
3. Work Experience Sheet to CS Form No. 212) (1 o	•	Civil Service Commission (CSC) Website					
4. Eligibility (1 authentica	ted copy)	Commiss Special I Service C Third Lev Executive RA 1080 Regulation	2 nd Level Eligibiliticion (CSC) Eligibility under Sp Commission (CSC) Vel Career Service Ele Service Board Practice of Profession Commission (PRofession Law - Supreme (Prof	ecial Laws - Civil Eligibility - Career sion - Professional			
5. Diploma and Transcrip (1 authenticated copy)	t of Records	School conc					
6. Training Certificates (1 copy)							
7. IPCR for Two Rating P least Very Satisfactory Ra Government employees) authenticated copy)	ating (for (1		e concerned				
8. Service Record (for Go employees) (1 original)		Agency/Office concerned					
	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE			

				411 [111
1. Submits complete application requirements	1.1 Receives and checks the applications with complete supporting documents	None	1 working day	Human Resource Management Officer HRM Section
	1.2 Assesses application documents according to the position requirements and CS qualification standards	None	1 working day	Human Resource Management Officer HRM Section
	1.3 Prepares list of applicants/ candidates who met the minimum requirements of the position	None	1 working day	Human Resource Management Officer HRM Section
	1.4 Prepares letter of invitation for the Competency Based Online Examination	None	1 working day	Human Resource Management Officer HRM Section
2. Receives letter of invitation	2.1 Notifies applicants on the schedule of online examination	None	1 working day	Human Resource Management Officer HRM Section
	2.2 Adds the applicants to the online examination tool	None	1 working day	Human Resource Management Officer HRM Section
3. Takes the online examination	3. Administers the online examination	None	1 working day	Human Resource Management Officer HRM Section
4. Attends/ participates to Behavioral Event Interview (BEI)	4.1 Convenes the Human Resource Merit Promotion and Selection Board (HRMPSB) and conducts BEI	None	1 working day	Human Resource Merit and Promotion Selection Board Chairperson, Members and Secretariat
	4.2. Prepares Comparative Assessment Results (CAR) and	None	5 Working Days	Human Resource Merit and Promotion Selection Board Chairperson,

shortlist of candidates for signature by the HRMPSB			Members and ^{™™} Secretariat
4.3 Conduct Background Investigation (BI) for shortlisted candidates of 2nd level position			
4.4 Prepares Endorsement on Recommended Candidates	None	1 working day	Human Resource Merit and Promotion Selection Board Chairperson, Members and Secretariat
4.5 Submits the Endorsement to the Appointing Authority	None	1 working day	Human Resource Merit and Promotion Selection Board Chairperson, Members and Secretariat
4.6 Selection of Candidates4.7 Names of the selected candidates will be endorsed to	None	30 working days	Appointing Authority / Agency Head Secretary of the Department of
the Office of the Secretary for approval			Ågriculture
4.8 Prepares Appointment Paper, Position Description Form, Oath of Office and Assumption to Duty	None	1 working day	Human Resource Management Officer HRM Section
4.9. Notifies applicant of his/ her acceptance (Congratulatory Letter) or non-acceptance (Regret Letter) to the	None	1 working day	Human Resource Management Officer HRM Section
agency	110		

				411 111
5. Submits pre- employment requirements	5.1 Send out Notification Letters to selected candidates for submission of pre- employment requirements	None	7 working days	Human Resource Management Officer HRM Section
6. Attends/ participates in the Oath Taking Ceremony	6.1 Facilitates Oath Taking Ceremony	None	4 Hours	Human Resource Management Officer HRM Section
7. Assumes duties and responsibilities	7.1 Submits Appointments and pertinent supporting documents to the Civil Service Commission for attestation 7.2 Conducts orientation	None	1 working day	Human Resource Management Officer HRM Section
	TOTAL:	None	55 working days and 4 hours	



Administrative Division - Records Unit External Services



1. Issuance of Certified True Copy of Certificate

This service pertains to the client's acquisition of an Authentication or Certified True Copy of Certificates issued by NMIS such as License to Operate (LTO), Importer/Exporter Certificate, Contractor, Fabricator and Supplier Certificate, HACCP and GOP Certificate.

Office or Division:	Administrative	Division – Records Unit		
Classification:	Simple			
Type of Transaction:		nent to Citizens		
		nent to Business		
Who may avail: Owners and 0		Operators of Meat Establishments,		
	·	Fabricators and Suppliers		
Fees to be Paid	PHP 100.00 pe			
CHECKLIST OF REQ		WHERE TO SECURE		
1. Request Form – (O		NMIS-Records Unit		
Request Letter – (C	ne (1) copy)	Client/Establishment		
0.00=1:6:=================================	1) Onimin al	Oli ant/Establishmant		
2. Certificate – (One (Client/Establishment		
copy) - (notarized if	applicable)			
3. One (1) photocopy	from the	Client/Establishment		
original copy (additi		Olicity Establishment		
depends on number				
	o. 1040001)			
Additional requirements	s (if applicable)			
Notarized Lease		Client/Establishment		
with Cold Storag	je Warehouse			
(CSW) – (One (l) copy)			
 Duly signed Lett 		Client/Establishment		
CSW endorsing				
CTC signed by t	he owner –			
(One (1) copy)				
\/_E_E_L_L	O	Company and other government incline a series		
Valid Identification The second sec		Company, and other government issuing agencies		
meat establishm				
and/or represent	lative – (One			
(1) photocopy) Company I	D 888 ID			
	ense, PRC ID,			
	Senior Citizen			
•	ID, Phil. ID,			
TIN ID, Pos				
, , , , ,				

		T	T == = = = = = = = = = = = = = = = = =	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish the Request Form and present the original certificate to Records Unit /RTOC or send request by email to records@nmis .gov.ph or rtoc govmail (see	1.1 Receive the Request Form or Request Letter through email with scanned copy of the original certificate.	None	30 minutes	Records Officer II Records Unit Designated Records Custodian Regional Technical Operation Center (RTOC)
table of directory) attaching scanned copy of the original certificate (front and back page) If applicable only,	1.2 Check/verify the authenticity of certificate	None		Records Officer II Records Unit Designated Records Custodian Regional Technical Operation Center (RTOC)
present Duly signed Letter from the CSW endorsing the request for CTC signed by the owner and the Notarized Lease of Contract with CSW including valid ID.	1.3 Issue Order of Payment (OP) and/or Statement of Account (SOA)	None		Records Officer II Records Unit Designated Records Custodian Regional Technical Operation Center (RTOC)
2. Pay the fee at the Cashier Section or RTOC Office	2.1 Accept the payment, OP and/or SOA and issue Official Receipt (O.R.)	PHP100.00 per photocopy of the original certificate		Administrative Officer V Cashier Section or Special Collecting Officer Regional Technical Operation Center (RTOC)
3. Present OR, and receive the Certified True Copy document	3.1. Record the OR number into the Log Book.	None		Records Officer II Records Unit

to Records Unit and fill-out Client/Customer Satisfaction Survey Form and put in the designated drop box.	3.2. Certify the Certificate (stamp, sign and dry seal) 3.3. Release the Certified True Copy	None		Designated Records Custodian Regional Technical Operation Center (RTOC) Records Officer II Records Unit Designated Records Custodian Regional Technical Operation Center (RTOC) Records Officer II Records Officer II Records Unit
	Certificate and request to fill-out Client/Customer Satisfaction Survey Form.			Designated Records Custodian Regional Technical Operation Center (RTOC)
	Total	Php100.00 per photocopy of original certificate	30 minutes	



2. Release of Certificates

This service pertains to the client's choice to pick-up and acquire the Original Copy of the applied certificate such as License to Operate (LTO), Importer/Exporter Certificate, Contractor, Fabricator and Supplier Certificate, HACCP and GOP Certificate issued by NMIS.

Office or Division:	Administrative Divisi	on – Records I	Jnit	
Classification:	Simple			
Type of	G2C - Government t	o Citizens		
Transaction:	G2B - Government t	o Business		
Who may avail:	Owners and Operato	ors of Meat Est	ablishments,	
	Contractors, Fabrica	tors and Suppl	iers	
Fees to be Paid:	None			
CHECKLIST OF R			VHERE TO SEC	URE
1. Special Power of Att	• ,	Client		
importer/exporter or A				
for other type of certif	icate – (One (1)			
original copy)	and (ID) to be	C	°C 1 TO	
2. Valid Identification C presented a. one (1)		Company, SS PRC, DFA, B		
owner/manager, and			A, BIR, Philpost	
•			A, DIIX, I IIIIPOSt	
b. one (1) photocopy for authorized representative				
**Company ID, SSS ID, Driver's				
	ID, Passport, Senior			
	er's ID, Phil. ID, TIN			
ID, Postal ID	,			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the copy	1.2 Receive and	None	15 minutes	Records Officer II
of SPA or	check/verify the	INOTIC	13 minutes	Records Unit
Authorization and	submitted			
photocopy of ID to	documents			Designated
Records Unit/	0.0000			Records
RTOC				Custodian
2. Sign in the Log	2.1 Release the			Regional Technical
book and receive	certificate			Operation Center
the original	and request			(RTOC)
certificate. Fill-out	to fill-out			, ,
Client/Customer	Client/			
Satisfaction Survey	Customer			
Form and put in	Satisfaction			
designated drop	Survey Form			
box.				
	Total	None	15 minutes	



3. Issuance of Certified Copy of NMIS Documents/ Request for Document Retrieval

This service pertains to the client's acquisition of an Authentication or Certified Copy of documents in the custody of NMIS Records Unit or Regional Technical Operation Center.

Office or Divisions		A alication to a fine a	Division De	aawala I lisik	
Office or Division:		Administrative I	Jivision – Re	coras Unit	
Classification:		Simple	C:+:		
Type of Transaction	n:	G2C - Governm			
		G2B - Governm			
1471		G2G - Governn	nent to Gove	rnment	
Who may avail:		All			
Fees to be Paid:		None			
CHECKLIST OF				WHERE TO SE	CURE
1. Request Form –		, , ,	NMIS-Reco	ords Unit	
Request Letter –			Client		
2. Authorization Le	tter – (c	one (1) copy, for	Client		
external client or					
3. Valid Identification	on Card	(ID) – to be	Company, S	SSS, LTO,	
presented by ext	ternal cl	lient only		Brgy/City Hall,	
a.one (1) p	ohotoco	py for client,	Comelec, P	SA, BIR, Philpos	st
and/or					
b.one (1) photocopy for					
authorized representative					
**Company ID,	SSS ID), Driver's			
License, PRC I	D, Pass	sport, Senior			
Citizen ID, Vote	er's ID, l	Phil. ID, TIN ID,			
Postal ID					
CLIENT STEPS	ΔGFI	NCY ACTIONS	FEES TO	PROCESSING	PERSON
			BE PAID	TIME	RESPONSIBLE
Accomplish the	_	ceive the	None	15 minutes	Records Officer II
Request Form	•	uest or print the			Records Unit
to Records Unit/		er request send			Designated
RTOC or	thro	ugh email			Designated Records
Request by	and	l reply			Custodian
email to records					Regional
@nmis.gov.ph					Technical
or rtoc govmail					Operation Center
(see table of					(RTOC)
directory)	1.2. Ch	neck/verify	None	2 working	Records Officer II
		retrieve the		days and 7	Records Unit
		uested		hours	
		ument if in the		110010	Designated
		tody of Records			Records
		RTOC			Custodian
	Office	, I (I (I (I (I (I (I (I (I (I			Regional
					Technical

				₩
				Operation Center (RTOC)
	1.3. Certify the		30 minutes	Records Officer II
	document (if			Records Unit
	requested only)			Designated
				Records
				Custodian
				Regional
				Technical
				Operation Center (RTOC)
2. Receive the	2.1 Release the	None	15 minutes	Records Officer II
Certified True	document and			Records Unit
Copy document	request to fill-out			
or the copy of	Client/Customer			Designated
document and	Satisfaction Survey			Records
fill-out Client/	Form			Custodian
Customer				Regional Technical
Satisfaction				Operation Center
Survey Form				(RTOC)
and put in the				(11100)
designated				
drop box				
	Total	None	3 working	
			days	



Central Office

Internal Service



Plant Operation Standard and Monitoring Division

Internal Services



1. Issuance of Meat Inspection Certificate (MIC) Supply for Regional Technical Operation Centers (RTOCs)

The objective of this process is to ensure the availability and timely issuance of MIC supply for RTOCs.

Office or Division:		Plant Operation	on Standards a	and Monitoring Div	rision (POSMD)
Classification: Complex		· · · ·			
Type of Transactio	Type of Transaction: G2G - Gover		nment to Government		
Who may avail: NMIS Region			al Technical O	peration Centers	
Fees to be Paid: None					
CHECKLIST OF				WHERE TO SEC	
Letter of Request MIC Supply (1 ori copy)	ginal or	electronic	<u> </u>	hnical Operation (
2. Updated MIC Util electronic copy)		. ,	Regional Tec	hnical Operation (Centers
CLIENT STEPS	AGEN	ICY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits via email a Letter of Request for replenishment of MIC Supply and an updated monthly MIC Utilization	forw Lett for r of M and Utili	ceiving and varding of er of Request replenishment IIC Supply MIC zation Report OSMD.	None	1 hour	Records Officer II Records Unit
Report addressed to the Office of the Executive Director(OED) attention to the POSMD Head.	reviewers * If norwith the required inform Focal F	ements, POSMS Person	None	1 working day	Focal Person for MIC POSMD
		cessing of Request	None	3 working days	Focal Person for MIC POSMD
		oroval of MIC ease Order	None	4 hours	POSMD Head POSMD

				1000
	1.5 Stock preparation of approved MIC supply	None	2 working days	Focal Person för MIC POSMD
	1.6 For mailed request: Forwarding of requested MIC supply to Records Unit *Regions that usually receive supply via courier: 1, 2, 5, 6, 7, 8, 9, 10, 11, 12, CAR, CARAGA	None	1 hour	Focal Person for MIC POSMD
2. Signs MIC Release Order Form and receives MIC pads requested (For pick-up by RTOC Representative)	2.1 For pick-up: Releasing of requested MIC supply and filing of duplicate copy of MIC Release Form *Regions that usually pick-up MIC supply: 3, 4A, 4B and NCR	None	2 hours	Focal Person for MIC POSMD
	TOTAL	None	7 working days	



Laboratory Division

Internal Services

1. Provision of Laboratory Testing for Samples on NMIS Monitoring and Surveillance Programs and support activities with partner institutions

The Laboratory Services Division shall be responsible for the conduct of analytical tests to verify quality, safety, and wholesomeness of meat and meat products at all stages of production, distribution and sale. It shall also be responsible for the accurate interpretation of results and analyses of data resulting from conducted analytical tests.

This procedure covers the activities involved in the provision of laboratory testing services starting from the acceptance of samples for testing, up to releasing of laboratory test reports.

Office or Division:	Laboratory Division				
Classification:	Highly Technic	al			
Type of Transaction:	G2G – Govern	ment to Government			
Who may avail:	Meat Inspection	n Officers			
Fees to be Paid:	None				
CHECKLIST OF REQU	IREMENTS	WHERE TO SECURE			
2. Duly Accomplished Lab	oratory	Receiving Area at NMIS Central Meat Laboratory			
Request Form (1 original	al copy)	or downloadable at			
		Central Laboratory Request Form (nmis.gov.ph)			
10. Samples for Laboratory	•	Client			
must be hygienically a	•				
packed, sealed and lak	peled, and with				
no unusual odor.					
A delition of Nickons					
Additional Notes:					
For the Physical T					
sample weight mus minimum.	t be 250g,				
minimum.					
For the Microbiolo	gical Tests,				
average sample weight	•				
be 250g, minimum. A					
content or intact cec					
sample weight must be					
Average sample tempe	•				
10°C or below					
For the Parasitologica	Test, average				
sample weight mus	,				
minimum.					



For the Chemical/Veterinary Drug Residue Test, average sample weight is 250grams excluding fat tissues

For the **Molecular Biology Test,** average sample weight is 5g, minimum

For laboratory tests required for the **Issuance of Official Meat Inspection Certificate,** samples must follow prescribed export guidelines.

prescribed export guidelines.				
CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON
		BE PAID	TIME	RESPONSIBLE
1. Submits sample	1.1 Check the	None	15 minutes	Receiving Officer
at the Receiving	compliance of			Laboratory
area of Central	samples as			Division
Meat Laboratory,	stated in the			
in person or via	requirements.			
courier.	Use the check			
	boxes at the			
	Laboratory			
	Request Form			
	(LRF).			
	1.2 Provides LRF	None	1 hour	Receiving Officer
	to the client in			Laboratory
	person or via			Division
	email. This form			
	is also			
	downloadable at			
	Central			
	Laboratory			
	Request Form			
	(nmis.gov.ph)			
2. Fill-up and submit	2.1 Verify the	None	15 minutes	Receiving Officer
LRF at the	accomplished			Laboratory
Receiving area or	LRF			Division
via email.	2.2 Assign LD	None	1 hour	Receiving Officer
	Control Number			Laboratory
	to the			Division
	accomplished			
	LRF and record			
	in logbook the			

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details of			1650
2.3 Determine the laboratory tests based on the covered	None	15 minutes	Receiving Officer Laboratory Division
Programs. 2.4 A Job Order Form is issued to the responsible section or sections.	None	30 minutes	Receiving Officer Laboratory Division
2.5 Forward the samples together with the Job Order Form	None	15 minutes	Section Analyst Laboratory Division
2.6 Testing of samples is conducted in this step by the assigned analyst/analysts. *If laboratory tests requested concern different sections, it will be forwarded in the order of which contamination is minimized. Generally, it will be forwarded first to Microbiology, then Chemistry and Biotech.	None	See Table Below for processing time of each Laboratory Test	Section Analyst Laboratory Division
2.7 Verify the validity of results on the tests conducted	None	1 working day	Section Analyst Laboratory Division
2.8 Print out of Laboratory Results	None	30 minutes	Section Analyst Laboratory Division
2.9 Forward the printed Laboratory	None	30 minutes	Section Analyst Laboratory Division

	Results to			1896
	signatories			
	2.10 Sign the	None	1 hour	Section Head
	laboratory			Laboratory
	Results			Division
				Division Head
				Laboratory
				Division
	2.11 Scan the	None	1 hour	Receiving Officer
	signed			Laboratory
	Laboratory Test			Division
	Report for record			
	keeping			
	2.12 Seal	None	1 hour	Receiving Officer
	Laboratory			Laboratory
	Report with			Division
	Receiving form in			
	brown envelope labeled with			
	respective Regional			
	Technical			
	Operating			
	Centers (RTOC)			
	2.13 Forward the	None	15 minutes	Receiving Officer
	envelope to the	. 10.10	To Trimitate	Laboratory
	Records Section			Division
	for releasing.			2
3. Claim the	3.1 Releases the	None	15 minutes	Records Officer II
Laboratory	laboratory			Records Unit
Results, sign the	results and			
receiving copy/	gives a copy			
form of the result	Customer			
and fill up the	Satisfaction			
Feedback form.	Feedback			
Then returns the	Form to the		*Standard Bank	
feedback form to	client or		to Bank	
the Records	provide the		Processing	
Officer.	Standardized		Time	
Officer.	Client/Custom		THIIG	
	er Satisfaction			
	Survey Form			
	Julvey Fulli			

			/// [\\\ _{\\\\}
3.2 Secures a signed receiving copy of Laboratory results and Standardized Client/Customer Satisfaction Survey Form	None	10 minutes	Records Officer II Records Unit
	None	2 Days + Processing Time of Laboratory Test Requested	

LABORATORY TEST	FEE	PROCESSING TIME				
PHYSICAL TEST						
Organoleptic test	None	2 Days				
рН	None	2 Days				
MICROBIOLOGICAL TEST						
Standard/Aerobic Plate Count	None	7 Days				
Coliform Count	None	10 Days				
Salmonella sp.	None	10 Days				
Staphylococcus aureus	None	7 Days				
E.Coli	None	7 Days				
E. coli and E.Coli 0157:H7	None	15 Days				
Campylobacter	None	10 Days				
Yeast and Molds	None	7 Days				
Culture and Sensitivity Test - Gram Positive Test AST	None	16 Days				
Culture and Sensitivity Test - Gram Negative Test AST	None	16 Days				

PARASITOLOGICAL TEST		
Trichinella spp. Identification	3 Days	
CHEMICAL/VETERINARY DRUG RESIDU		
Beta-lactams (Microbial Inhibition Test)	5 Days	
Tetracyclines (Microbial Inhibition Test)	None	5 Days
Sulfonamides (Microbial Inhibition Test)	None	5 Days
Aminoglycosides (Microbial Inhibition Test)	None	5 Days
Quinolones (Microbial Inhibition Test)	None	5 Days
Macrolides (Microbial Inhibition Test)	None	5 Days
Chloramphenicol (ELISA)	None	6 Days
Nitrofurans AOZ (ELISA)	None	6 Days
Nitrofurans AMOZ (ELISA)	None	6 Days
Olaquindox (ELISA)	None	6 Days
Beta-Agonists (ELISA)	None	6 Days
Stilbenes (ELISA)	None	6 Days
Corticosteroids (ELISA)	None	6 Days
Ractopamine (ELISA)	None	6 Days
MOLECULAR BIOLOGY TEST (Species In	dentification/DNA	Test)
Goat	None	5 Days
Chicken	None	5 Days
Cattle	None	5 Days
Sheep	None	5 Days
Swine	None	5 Days
Horse	None	5 Days
Buffalo	None	5 Days

Dog	None	5 Days
Cat	None	5 Days



2. Provision of Laboratory Supplies to RTOC Satellite Laboratories

The Laboratory Division shall be responsible for the provision of consumables and other general laboratory supplies needed to conduct analytical tests in the Regional Satellite Laboratories.

This procedure covers the activities involved in the provision of laboratory supplies starting from the acceptance of request letters, up to releasing of supplies.

Office or Division: Laboratory Div			ision			
Classification:		Simple				
Type of Transaction: G2G		G2G – Govern	G2G – Government to Government			
Who may avail: RTC		RTOC Satellite	RTOC Satellite Laboratories			
Fees to be Paid:		None				
CHECKLIST OF F	REQU	IREMENTS		WHERE TO SEC	URE	
Signed Request Letter from RTOC, 1 original copy		NMIS RTOC Satellite Laboratory				
CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Sends a Signed Request Letter to Laboratory Division- Central Office via email (labco@nmis.go v.ph) or through Records Section	lak su red	Check the poratory pplies quested.			Receiving Officer Laboratory Division	
	1.2 Forwards the Request Letter to the designated Property Custodian.		None	15 minutes	Receiving Officer Laboratory Division	
	sto the	Check the ock cards for availability of quested items.	None	30 minutes	Property Custodian Laboratory Division	
	Se for vo su Ce La RT	Consult with ection Heads the sufficient lume of pplies for entral Meat boratory and COCs to be eased.	None	30 minutes	Property Custodian Laboratory Division	

1.5 Prepares the Requisition Slip and withdraws the supplies from the StockRoom. If the supplies have a temperature	None	1 working day	Property Custodian Laboratory Division
requirement for storage and on transit, coolants will also be prepared.			
1.6 Prepares labels with the name, address, and phone number of the recipient.	None	1 hour	Receiving Officer Laboratory Division
1.7 Coordinate with requesting RTOC for pick- up of requested options at Central Meat Laboratory, if applicable.	None	30 minutes	Receiving Officer Laboratory Division
If delivery is via courier, coordinate with the Records Section for the schedule of transmittal. If required, MSDS and packaging care labels are			
1.8 Forwards the requested	None	30 minutes	Receiving Officer Laboratory

				11 N 3
	supplies to the Records Section for transmittal.			Division
2. Receipt of Laboratory Supplies and answers the Customer Satisfaction Feedback Form online.	2.1 For pick up, secures the received copy of requisition slip and Customer Satisfaction Feedback Form	None	30 minutes	Receiving Officer Laboratory Division
		None	1 working day and 4 hours	



Planning and Information Management Division – Information Technology

Internal Services



1. Request For ICT Service (ICT Service Desk)

Technical Support request from NMIS employees for ICT Hardware and Software related issues and concerns.

Office or Division		Planning and Information Management Division- Information				
		Technology (PIMD-IT)				
Classification:		Complex, Highly Technical				
Type of Transaction	on:	Government to Government (G2G)				
Who may avail:		NMIS Employees				
Fees to be Paid:		None		_		
CHECKLIST O				WHERE TO SI	ECURE	
Any of these could						
1. ICT Service D		-		NMIS Website Service Desk Link /NMIS ICT		
		est (SR) (1 ticket	Office			
per request) F	•	•				
indicating – C	comple	te details of			er-activities/ict-	
request		-	services or a	t https://bit.ly/N	<u>IMISICTSD</u>	
2. Phone calls –						
		to send an e-				
mail to for tick						
	Verbal Communication from					
Meetings, Instructions from Process						
Owners, and Directives from Management – the support team will						
	• •					
create a service request. CLIENT STEPS AGENCY ACTIONS			FEES TO	PROCESSI	PERSON	
CLILIAI SILI S	AGL	NOT ACTIONS	BE PAID	NG TIME	RESPONSIBLE	
1.Submit	1.1 F	or call, email,	None	30 minutes	Computer	
Request		emo or verbal			<i>Maintenance</i>	
(Request may	red	quest -			Technologist I or	
be received in		eives/or Log			Information	
the form of	Re	quest and			Technology Officer	
phone call,	ac	knowledge			PIMD-IT Unit	
email, memo or	red	eipt of the				
from an		quest.				
employee who	1.2 F	or Service Desk				
expressed the						
request	request automatic e-mail					
verbally)	verbally) reply from Service					
Desk						
acknowledging						
		ceipt of the				
		quest				
2. Receives		ather and verify	None	1 working	Computer	
acknowledgem	SF	details		day	Maintenance	

				///
ent of receipt of the request and provides detailed ICT problem/ and service request information	2.2 identify classification and priority of the SR. 2.3 Identifies as COMPLEX (e.g. reinstallation of Operating system, system debugging, replacement of minor hardware, etc.) 2.4 Perform initial investigation and diagnosis For simple issues, if the ICT request is resolved during the initial diagnosis, update the client of the SR status. 2.5 Update client through call or email of actions /status or recommendation of the SR			Technologist I or Information Technology Officer PIMD-IT Unit
3. Accept or acknowledge actions taken	3.1 For complex issues, if there is need for a thorough investigation, perform action and resolution 3.2 If there are parts that are need to be replaced, provide the client the recommendation form. Refer to the Procurement Process.	None	2 working days	Computer Maintenance Technologist I or Information Technology Officer PIMD-IT Unit

				/// \\\ ₃
	3.3 Complete the Repair and Inspection Report 3.4 Update client through call or email of actions /status or recommendation of the SR			1899
4.Accept or acknowledge actions taken and/or recommendation and/ or the Repair and Inspection Report	4.1 Perform closure of SR. Log and update the status of request to "closed"	None	30 minutes	Computer Maintenance Technologist I or Information Technology Officer PIMD-IT Unit
(ClientAcceptance) 5. Accomplish Client Feedback Form online	5.1. Accept and File for reference and service improvement	None	15 minutes	Computer Maintenance Technologist I or Information Technology Officer PIMD-IT Unit
	Total	None	4 days and 45 minutes	



ICT Service Portfolio

Below is the list of ICT services available to internal clients.

Below is the list of ICT services available to	
Service	Service Definition
Application Installation and Support	End point support, installation, upgrades and troubleshooting associated operating and application software, including user file storage, end-point solutions based on the IT policies. Distribution of software and licenses via media, online methods, and license servers
Installation Computer and Device Support and Backup	Installation and configuration of Desktop PC, Laptop, Kiosk, Mobile Device, Server, Printer, accessibility Resources
Content Management (Website & Social Media)	Management and posting of website and social media contents
Design and Layout	Design and layout of print or web materials based on user requirement
Digital Workflow	Review and analysis of processes for digitalization and systems development
Hardware Break/Fix Support	Troubleshooting and diagnosis of laptop and desktop issues associated with hardware devices / failures.
Logins & Accounts	Add and reset accounts on Webmail, ECS, AIPLIRS, NARIS, Website
Network and Connectivity Services	Local Area Network (LAN) and WIFI design, implementation, support, daily administration and management.
Server Performance Management	Performance Management includes monitoring and notification of servers to ensure continuous IT service including storage and backend technology services
Information System Services (RRR. ECS, NARIS, AIPLIRS,etc)	Advisory services for internal planning related to logical and physical database design projects. Database installation and configuration
ICT Resource Setup	Support and setup of ICT resources for meeting rooms such as audio and video conferencing
ICT Vendor Management	Manage relationship with vendor(s) for hosting, server and network products and related issues



Administrative Division



1. Request for Use of Vehicle or Shuttle Service

This service pertains to transaction or request relative to use of vehicle or shuttle services for business or official travels of NMIS officials and employees.

Office or Division	<u> </u>	۸dminid	strative Divi	oion			
Classification:	1.	Simple	Strative Divi	51011			
Type of Transact	ion:	G2G – Government to Government					
Who may avail:	1011.						
Fees to be Paid:		None	NMIS Officials and Employees				
rees to be raid.		NOHE					
CHECKLIST O		MENTS		WHERE TO S	ECURE		
1. Any of the follow	wing:						
a. Duly accomp Vehicle Form one (1) day, i and five (5) d Manila, befor Copy) b. Duly accomp Reservation Electronic Co 2. Memorandum C	t least o Manila e Metro Original Vehicle (1	Online (bit.ly/N	Administrative Division (AD) Online Resource Reservation Request Tool (bit.ly/NMISVRT) AD- Records Section				
outside Metro I	Manila (1 Ph	otocopy)					
3. Authority to Tra			AD- Hu	man Resource Ma	nagement Section		
Metro Manila (AGEN		FFFC TO	ES TO PROCESSING PERSON			
CLIENT STEPS	ACTIO		BE PAID	TIME	RESPONSIBLE		
1. Submits Request for Vehicle Form (together with the M.O. and	1.1 Receive evaluates the correctness completene the Reques	es and ne s and ess of t	None	30 minutes	Administrative Officer II Administrative Division (AD)		
Authority to Travel, if applicable) to NMIS Administrative	1.2 Checks availability vehicle(s)	S None 25 minutes Supervis Of Office Administra Office Administra Division (
Office or accomplishes a NVRT to	1.3 Approve Disapprove Request		None	5 minutes	Chief Administrative Officer Administrative Division (AD		

				4/1
Online Resource Reservation Request Tool	1.4 Informs the Client if disapproved	None	15 minutes	Supervising Administrative Officer Administrative Division (AD)
	1.5 Gives a duplicate copy of the Approved Request Form if approved	None	20 minutes	Administrative Officer II Administrative Division (AD
	1.6 Files the original Approved Request Form	None	15 minutes	Administrative Officer II Administrative Division (AD)
	1.7 Gives a duplicate copy of the Approved Request Form if approved	None	15 minutes	Supervising Administrative Officer Administrative Division (AD)
2. Fills out and signs Vehicle Trip Ticket	2.1 Provides Vehicle or Shuttle Service	None	15 minutes	Supervising Administrative Officer Administrative Division (AD)
TOTAL		None	2 hours and 20 minutes	



Administrative Division – Facility Management Office

1. Request for use of SHE Hall, Training and Dormitory Room for Internal/ External Clientele

This service pertains to transaction or request relative to use of SHE Hall, Training Room for official gatherings for External Clientele and Dormitory Room for Internal/External Clientele at the National Meat Inspection Service (NMIS).

Type of Transaction: G2G - Government to Government G2C - Government to Citizen Who may avail: Fees to be Paid: CHECKLIST OF REQUIREMENTS 1. Any of the following: a. Letter of Request on the use of Dormitory, SHE Hall, and Conference Room (1 Original Copy) b. Accomplished request form (1 Original Copy) c. Duly accomplished NMIS Dormitory Reservation Tool (NDRT) or NMIS Resource Reservation Tool (NRRT) (1 Electronic Copy) G2G - Government to Government G2C - Government to Gitizen	Office or Division:	Administrative	Division/ Facility Management Office
Who may avail: Fees to be Paid: CHECKLIST OF REQUIREMENTS 1. Any of the following: a. Letter of Request on the use of Dormitory, SHE Hall, and Conference Room (1 Original Copy) b. Accomplished request form (1 Original Copy) c. Duly accomplished NMIS Dormitory Reservation Tool (NDRT) or NMIS Resource Reservation Tool (NRRT) G2C – Government to Citizen WHERE TO SECURE Client Client Administrative Division/Facility Management Office Online Resource Reservation Request Tool - For Dormitory: (bit.ly/NMISDRT)	Classification:	Simple	
Who may avail: Fees to be Paid: CHECKLIST OF REQUIREMENTS 1. Any of the following: a. Letter of Request on the use of Dormitory, SHE Hall, and Conference Room (1 Original Copy) b. Accomplished request form (1 Original Copy) c. Duly accomplished NMIS Dormitory Reservation Tool (NDRT) or NMIS Resource Reservation Tool (NRRT) All WHERE TO SECURE Client Administrative Division/Facility Management Office Online Resource Reservation Request Tool - For Dormitory: (bit.ly/NMISDRT)	Type of Transaction:	G2G - Governr	ment to Government
Fees to be Paid: (Type of Facility x # of days) CHECKLIST OF REQUIREMENTS WHERE TO SECURE 1. Any of the following: a. Letter of Request on the use of Dormitory, SHE Hall, and Conference Room (1 Original Copy) b. Accomplished request form (1 Original Copy) c. Duly accomplished NMIS Dormitory Reservation Tool (NDRT) or NMIS Resource Reservation Tool (NRRT) Total Copy Administrative Division/Facility Management Office Online Resource Reservation Request Tool For Dormitory: (bit.ly/NMISDRT)		G2C – Governi	ment to Citizen
CHECKLIST OF REQUIREMENTS 1. Any of the following: a. Letter of Request on the use of Dormitory, SHE Hall, and Conference Room (1 Original Copy) b. Accomplished request form (1 Original Copy) c. Duly accomplished NMIS Dormitory Reservation Tool (NDRT) or NMIS Resource Reservation Tool (NRRT) WHERE TO SECURE Client Administrative Division/Facility Management Office Online Resource Reservation Request Tool - For Dormitory: (bit.ly/NMISDRT)	Who may avail:	All	
1. Any of the following: a. Letter of Request on the use of Dormitory, SHE Hall, and Conference Room (1 Original Copy) b. Accomplished request form (1 Original Copy) c. Duly accomplished NMIS Dormitory Reservation Tool (NDRT) or NMIS Resource Reservation Tool (NRRT) Client Administrative Division/Facility Management Office Online Resource Reservation Request Tool - For Dormitory: (bit.ly/NMISDRT)	Fees to be Paid:	(Type of Facilit	y x # of days)
a. Letter of Request on the use of Dormitory, SHE Hall, and Conference Room (1 Original Copy) b. Accomplished request form (1 Original Copy) c. Duly accomplished NMIS Dormitory Reservation Tool (NDRT) or NMIS Resource Reservation Tool (NRRT) Client Administrative Division/Facility Management Office Online Resource Reservation Request Tool - For Dormitory: (bit.ly/NMISDRT)	CHECKLIST OF REQU	IREMENTS	WHERE TO SECURE
(http://nmis.live:127/)	a. Letter of Request on the Dormitory, SHE Hall, a Room (1 Original Copy) b. Accomplished request Original Copy) c. Duly accomplished NM Reservation Tool (NDF	form (1 IS Dormitory RT) or NMIS	Administrative Division/Facility Management Office Online Resource Reservation Request Tool - For Dormitory: (bit.ly/NMISDRT) - For SHE Hall and Conference Room:

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Submits Request Form (together with Letter Request, if applicable) to NMIS	1.1 Receives and evaluates the correctness and completeness of the Request	None	30 minutes	Administrative Division (AD)/Facility Management Office
Administrative Office or accomplishes an NDRT/NRRT to Online Resource	1.2. Check availability of the facility	None	30 minutes	Administrative Division (AD)/ Facility Management Office
Reservation Request Tool	1.4 Approves/ Disapproves Request	None	20 minutes	Chief Administrative Officer

1.Submits Request Form (together with Letter Request, if applicable) to NMIS Administrative Office or accomplishes an NDRT/NRRT to Online Resource Reservation Request Tool	Issues Letter of Denial of Request through email/call(for immediate information) if disapproved If approved give a duplicate copy of the Approved Request Form and Training /Dormitory room assignment 1.4 Files the	None None None	20 minutes 20 minutes	Facility Management Office/ Administrative Division (AD)
3. Use of the Facility	original copy of the Approved Request Form 1.1.1Coordinate with the Facility Management Office before and after use 1.2Issued to the concern the statement of account (SOA) immediately after the use of the facility	None	20 minutes	
3. Submits statement of account (SOA) and pays the Facility Fee to the Cashier	3.1Accepts/ receives payment and issues Official Receipt (O.R.)	Refer to the Schedule of fees below	15 minutes	Administrative Division (AD) Cashier Section
5. Presents the O.R	5.1 Accepts for issuance of clearance	None	10 minutes	Cashier Section/ Facility Management Office/ Administrative Division (AD)
TOTAL		Type of Facility x No. of Days	3 hours	

SCHEDULE OF FEES

Facility	Payment fee	Capacity
Salvador H. Escudero III (SHE)	PHP40,000.00 per day	Sitting
Hall (venue only)	PHP 5,000.00 per hour	Minimum - 100pax
	PHP 6,000.00 additional	Maximum - 500pax
	Hour	With Table
		Minimum - 150pax
		Maximum - 300pax
Training Room A	PHP10,000.00 per day	Minimum - 35pax
	PHP 1,250.00 per hour	Maximum - 50pax
	PHP 1,500.00 additional	
	Hour	
Training Room B	PHP 8,000.00 per day	Minimum - 35pax
	PHP 1,000.00 per hour	Maximum - 50pax
	PHP 1,200.00 additional	
	Hour	
Training Room C	PHP 5,000.00 per day	Minimum - 20pax
	PHP 625.00 per hour	Maximum - 35pax
	PHP 700.00 additional	
	Hour	

Note: Additional hour is up to 6 PM only

Facility – Dormitory	Payment fee	Condition/ Requirements
NMIS officials and employees	PHP100.00 per person per day/night	Regular occupants - maintain cleanliness and bring their bedding Non -Regular occupants -maintain cleanliness
 a. Department of Agriculture (DA) Agency Official or Employees b. Other Government Agency Personnel c. Other Private individuals with referrals 	PHP400.00 per person per day/night	Maintain cleanliness, and request clearance from the Security Guard after use



Administrative Division-Human Resource Management Section

1. Issuance of Personnel Related Documents and Identification (ID) Card

To facilitate the timely preparation and issuance of personnel related documents such as Service Record, Certificate of Employment, Certificate of Employment with Compensation, Certificate of Net Take Home Pay, Certificate of Available Leave Credits, Certificate of Last Day in Service, Certificate of No Pending Case, Certificate of Last Salary, Philhealth Certificate of Contribution and issuance of Identification (ID) Card for permanent and contract of service employees for whatever purposes that they may intend.

	Administrative Division – Human Resource Management (HRM) Section				
Simple					
G2G - G	overnment to C	Government			
NMIS Pe	ermanent and C	Contract of Se	ervice	e Employees	
None					
/IENTS		WHERE TO	SEC	URE	
nents:					
quisition	NMIS-Human Section	Resource	Mar	nagement (HRM)	
cation Ca	rd(New/Chang	jes/Correction	ns/F	Replacement):	
quisition	NMIS-Human Section	Resource	Mar	nagement (HRM)	
	Section				
	Section	Resource	Mar	nagement (HRM)	
y)	Client				
ICY ON	FEES TO BE PAID	PROCESSI TIME	NG	PERSON RESPONSIBLE	
nents					
S	None	3 Minutes		Human Resource	
S				Management	
				<i>Officer</i> Human	
				Resource	
				Management	
				Section	
and	None	30 Minutes		Human Resource	
				Management	
nts the				Officer	
ocument				Human	
				Resource	
				Management	
	(HRM) S Simple G2G - G NMIS Pe None MENTS nents: quisition cation Ca quisition ntment by) ICY ON nents s s and nts the	(HRM) Section Simple G2G - Government to C NMIS Permanent and C None MENTS nents: quisition Cation Card(New/Chang quisition NMIS-Human Section NMIS-Human Section NMIS-Human Section ON Client NMIS-Human Section NON NONE NONE NONE NONE NONE NONE NONE	(HRM) Section Simple G2G - Government to Government NMIS Permanent and Contract of Section MENTS MHERE TO MENTS MHERE TO MIS-Human Resource Section NMIS-Human Resource Section	CHRM) Section Simple G2G - Government to Government	

				/// \\\ <u>3</u>
	1.3 Reviews and signs the document	None	5 Minutes	Human Resource Management Officer Human Resource Management Section
2. Receives Service Record/Certificat e of Employment	2.1 Issues the requested document	None	3 Minutes	Human Resource Management Officer Human Resource Management Section
	TOTAL:	None	41 Minutes	
For Issuance of	NMIS ID Card (New/Cl	nanges/Corre	ctions/Replaceme	ent)
1. Fills-out HRM Requisition Slip and ID Information Sheet	1.1 Receives duly accomplished and signed HRM Requisition Slip and ID Information Sheet 1.2 Prepares/ Edits/Uploads entries of information in Employees' Record	None	10 minutes 30 minutes	Human Resource Management Officer Human Resource Management Section Human Resource Management Officer Human Resource Management Officer Human Resource Management
	1.3 Prints ID	None	15 minutes	Section Human Resource Management Officer Human Resource Management Section
2. Receives ID	2. Releases ID	None	5 minutes	Human Resource Management Officer Human Resource Management Section
	TOTAL:	None	50 minutes	223



2. Processing of Application for Leave

NMIS employees are entitled to avail of the different types of leave such as vacation leave, sick leave, and special leave.

Office or Division	on:	Administrative Division – Human Resource Man (HRM) Section			ource Management
Classification: Simple					
Type of Transac	tion:	G2G - Gov	ernment to C	Government	
Who may avail:		All NMIS e	mployees		
Fees to be Paid		None			
CHECKLIST OF	REQUIRE	MENTS		WHERE TO SEC	URE
1. Application for Revised 1998 (1				ve Division – Huma nt (HRM) Section	n Resource
CLIENT	AGE	NCY	FEES TO	PROCESSING	PERSON
STEPS	ACT	IONS	BE PAID	TIME	RESPONSIBLE
Submits Application for Leave	1.1 Receives duly accomplished and signed Application for Leave form 1.2 Checks the employee's leave credits balance in the Leave Card 1.3 Certifies leave credit balance and signs the Application for Leave form 1.4 Approves the Application for Leave If the requesting party is a Regional Technical Director/Division/Section/Unit Head, forward to Office of the		None	5 minutes	Human Resource Management Officer Human Resource Management Section
			None	10 minutes	Human Resource Management Officer Human Resource Management Section
			None	5 minutes	Human Resource Management Officer Human Resource Management Section
			None	1 working day	Human Resource Management Officer Human Resource Management Section

	Executive Director (OED)			1898
	1.4 Approves the Application for Leave If the requesting party is a Regional Technical Director/Division/ Section/Unit Head, forward to Office of the Executive Director (OED)	None		Human Resource Management Officer Human Resource Management Section
	1.5 If rank and file, forward to Office of the Deputy Executive Director (ODED)	None		Human Resource Management Officer Human Resource Management Section
2. Receives copy of approved Application for Leave	2. Provides copy of approved application for leave to employee concerned	None	5 minutes	Human Resource Management Officer Human Resource Management Section
	TOTAL:	None	1 working day and 25 minutes	



2. Processing of Authority To Travel by Air

The procedure is to document the process and controls to ensure the effective and timely processing of Authority to Travel by Air of all officers and employees.

Office or Division	Administrative	Administrative Division – Human Resource Management (HRM)				
	Section			J (,		
Classification:	Simple					
Type of Transacti	on: Government to	Government	(G2G)			
Who may avail:	All NMIS empl	oyees				
Fees to be Paid:	None					
	REQUIREMENTS		WHERE TO SE	CURE		
1. Copy of Approve Memorandum/N Meeting/Letter of photocopy/scan	otice of of Invitation (1	Client				
Program of Active photocopy/scan	rities (if applicable) (1 ned)	Inviting Par	rty/Agency			
five (5) days prid travel- a Justific	ation Letter shall be Authority to Travel	Client				
4. In case of reboo Letter shall be s (1 original/scan	ubmitted for approva	Client				
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON		
	ACTION	BE PAID	TIME	RESPONSIBLE		
1. Submits the document to the Planning and Information Management Division (PIMD) five (5) days before the actual date of travel	1.1 Receives the duly accomplished Authority to Travel form and review according to agency's mandates and programs If approved, proceed to next step		30 minutes	Division Chief Planning and Information Management Division (PIMD)		

	1.2 After review, assigns a corresponding Control Number and prepare Ticket Purchase Request for processing	None	1 hour	Human Resource Management Officer Human Resource Management Section
	1.3.If the requesting party is a Regional Technical Director/Division/S ection/Unit Head, forward to Office of the Executive Director (OED) If rank and file, forward to Office of the Deputy Executive Director	None		Human Resource Management Officer Human Resource Management Section
	(ODED) 1.4 Signature of the Approving Authority	None	1 working day	Executive Director Office of the Executive Director
				Or Deputy Executive Director Office of the Deputy Executive Director
	1.5 Online booking/rebooking and purchase of e- ticket/s	None	1 hour	Human Resource Management Officer Human Resource Management Section
2. Receives the document	2. Releases the Authority to Travel and copy of plane e-ticket/s	None	1 hour	Human Resource Management Officer Human Resource Management Section
	TOTAL:	None	1 working day, 3 hours and 30 minutes	



3. Processing of Authority To Travel by Land and/or Sea

The procedure is to document the process and controls to ensure the effective and timely processing of Authority to Travel by Land and/or Sea of all officers and employees.

Office or Division: Administrative		Division			
Classification: Simple					
Type of Transaction: G2G - Government					
Who may avail: All officers and			employees w	vith official transac	ctions
Fees to be Paid:					
CHECKLIST OF	REQU	JIREMENTS		WHERE TO SEC	CURE
1. Copy of Approve			Client		
Memorandum/N		f Meeting/			
Letter of Invitation	`				
photocopy/scan			0.11		
2. Program of Activ		f applicable) (1	Client		
photocopy/scan					
3. If the request is			Client		
five (5) days prid					
a Justification Le					
to the Authorit	•	ravel form (1			
original/scanned		AGENCY	FEES TO	PROCESSING	PERSON
CLIENT STEPS		ACTION	BE PAID	TIME	RESPONSIBLE
		ACTION	BLFAID	IIIVIL	KLOFONOIDEL
1. Submits the	4 4 D				
II		eceives the	None	1 hour	Division Chief
document to the	duly	accomplished	None	1 hour	Planning and
Planning and	duly Auth	accomplished nority to Travel	None	1 hour	Planning and Information
Planning and Information	duly Auth form	accomplished nority to Travel a and review	None	1 hour	Planning and Information Management
Planning and Information Management	duly Auth form acco	accomplished nority to Travel and review ording to	None	1 hour	Planning and Information
Planning and Information Management Division (PIMD)	duly Auth form acco agei	accomplished nority to Travel a and review ording to ncy's	None	1 hour	Planning and Information Management
Planning and Information Management Division (PIMD) five (5) days	duly Auth form acco agei man	accomplished nority to Travel and review ording to ncy's dates and	None	1 hour	Planning and Information Management
Planning and Information Management Division (PIMD) five (5) days before the	duly Auth form acco agei man	accomplished nority to Travel a and review ording to ncy's	None	1 hour	Planning and Information Management
Planning and Information Management Division (PIMD) five (5) days before the actual date of	duly Auth form acco agei man prog	accomplished nority to Travel a and review ording to ncy's dates and grams	None	1 hour	Planning and Information Management
Planning and Information Management Division (PIMD) five (5) days before the	duly Auth form acco ager man prog	accomplished nority to Travel and review ording to ncy's dates and grams	None	1 hour	Planning and Information Management
Planning and Information Management Division (PIMD) five (5) days before the actual date of	duly Auth form acco agei man prog	accomplished nority to Travel a and review ording to ncy's dates and grams oproved, seed to next	None	1 hour	Planning and Information Management
Planning and Information Management Division (PIMD) five (5) days before the actual date of	duly Auth form acco agei man prog	accomplished nority to Travel a and review ording to ncy's dates and grams oproved, seed to next			Planning and Information Management Division (PIMD)
Planning and Information Management Division (PIMD) five (5) days before the actual date of	duly Auth form acco ager man prog If ap proc step	accomplished nority to Travel and review ording to necy's dates and grams aproved, seed to next eter review,	None	1 hour	Planning and Information Management
Planning and Information Management Division (PIMD) five (5) days before the actual date of	duly Auth form acco ager man prog If ap proc step 1.2 Af assi	accomplished nority to Travel and review ording to necy's dates and grams proved, seed to next eter review, gns a			Planning and Information Management Division (PIMD) Human Resource Management Officer
Planning and Information Management Division (PIMD) five (5) days before the actual date of	duly Auth form acco ager man prog If ap proc step 1.2 Af assi corre	accomplished nority to Travel and review ording to necy's dates and grams approved, seed to next eter review, gns a esponding			Planning and Information Management Division (PIMD) Human Resource Management
Planning and Information Management Division (PIMD) five (5) days before the actual date of	duly Auth form acco ager man prog If ap proc step 1.2 Af assi corre Con	accomplished nority to Travel and review ording to necy's dates and grams proved, seed to next eter review, gns a			Planning and Information Management Division (PIMD) Human Resource Management Officer

				/// (// ₂
	1.3 If the requesting party is a Regional Technical Director/Division/S ection/Unit Head, forward to Office of the Executive Director (OED) If rank and file, forward to Office of the Deputy			Human Resource Management Officer Human Resource Management Section
	Executive Director (ODED) 1.3 If the requesting party is a Regional Technical Director/Division/S ection/Unit Head, forward to Office of the Executive Director (OED)	None		Human Resource Management Officer Human Resource Management Section
	If rank and file, forward to Office of the Deputy Executive Director (ODED)			
	1.5 Signature of the Approving Authority	None	1working day	Executive Director Office of the Executive Director or
				Deputy Executive Director Office of the Deputy Executive Director
2.Receives the document	2. Releases the Authority to Travel	None	1 hour	Human Resource Management Officer Human Resource Management Section
	TOTAL:	None	1 working day and 3 hours	Occilott



4. Processing of Clearance

This covers the process on securing clearance of an employee who are retiring, being separated, transferring to another place of assignment, leaving the Philippines and going on maternity leave of absence.

Office or Division: Administr			- Human Reso	urce Management	
Classification:		Complex			
Type of Transaction	n:	G2G - Go	vernment to G	Sovernment	
Who may avail:		All NMIS	employees		
Fees to be Paid:		None			
CHECKLIST OF F	REQUIRE	MENTS		WHERE TO SEC	URE
1. Clearance Form (013) (4 original/se	•	-HRM-F-	Administrativ Managemen	ve Division – I t (HRM) Section	Human Resource
CLIENT STEPS	AGI	ENCY	FEES TO	PROCESSING	PERSON
	ACT	TONS	BE PAID	TIME	RESPONSIBLE
Submits Clearance Form in quadruplicate	1.1 Receives duly accomplished Clearance form		None	5 minutes	Human Resource Management Officer Human Resource Management Section
	Signa the of conce		None	5 working days	Human Resource Management Officer Human Resource Management Section
2. Receives copy of approved Clearance Form	2. Provides copy of approved Clearance Form		None	5 minutes	Human Resource Management Officer Human Resource Management Section
		TOTAL:	None	5 working days, 10 minutes	



5. Processing of Payroll

This is to document the process and controls to ensure the effective and timely processing of payroll.

		dministrative Division – Human Resource Management IRM) Section			
Classification: Complex		Complex			
			vernment to Go	overnment	
Who may avail:		All NMIS e			
Fees to be Paid		None	, ,		
CHECKLIST	OF REQUIRE	MENTS		WHERE TO SEC	URE
1. Duly Accompli Time Record (D1		•	Administrative Management	e Division – H (HRM) Section	luman Resource
CLIENT STEPS	AGEN ACTIO		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Daily Time Record (DTR)	1.1 Receives accomplist signed DT 1.2 Evaluates documents prepares prepare	s the s and bayroll luctions share, lents, tax,	None	5 minutes 1 working day	Human Resource Management Officer Human Resource Management Section Human Resource Management Officer Human Resource Management Section Human Resource Management Officer Human Resource Management Officer Human Resource Management Section Human Resource Management Section Human Resource Management Section Human Resource Management Officer Human Resource Management Officer Human Resource Management Section

1.5 Conducts check and balance and prepare summary of computation	None	4 hours	Accounting Analyst I Accounting Section
1.6 Finalization of Payroll and other Financial Forms	None	4 hours	Human Resource Management Officer Human
1.7 Input net amount using the Landbank ATM Financial Data Entry System (FinDes) software			Resource Management Section
1.8 Affix initial on the payroll after being checked and reviewed	None	1 hour	Human Resource Management Officer Human Resource Management Section
1.9 Payroll to be forwarded to the Authorized Signatories for approval	None	15 minutes	Human Resource Management Officer Human Resource Management Section
1.10 Signature and approval of the Authorized Signatories	None	4 hours	Chief Administrative Officer Administrative
1.11 Approved payroll to be forwarded to the Cashier Section			Division Records Officer II Records Unit
			Budget Officer III Budget Office
			Accountant III Accounting Section
			Executive Director Office of the Executive Director

	1.12 Prepares the ADA-LDDAP for signature and approval of the Authorized Signatories	None	1 hour	Administrative Officer V Cashier Section
	1.13 ADA-LDDAP for approval	None	4 hours	Accountant III Accounting Section Executive Director Office of the Executive Director
2. Receives the salary thru Landbank Automated	2.1 Submission of ADA-LDDAP to Landbank	None	1 working day	Administrative Officer V Cashier Section
Teller Machine (ATM)	2.2 Landbank to credit the net amount to the ATM of the employee concerned	None		Landbank Officer Landbank of the Philippines
	TOTAL:	None	4 working days, 2 hours and 20 minutes	



Administrative Division- Records Unit

1. Issuance of Certified Copy of NMIS Documents/ Request for Documents/ Retrieval

This service pertains to the client's acquisition of an Authentication or Certified Copy of documents in the custody of NMIS Records Unit or Regional Technical Operation Center.

Office or Division		Administrative I	Division Do	oordo I Init	
Office or Division: Classification:		Administrative I	Jivision – Re	coras Unit	
	<u> </u>	Simple G2C - Governm	ant to Citiza	<u> </u>	
Type of Transaction)n:	G2C - Governin			
		G2G - Governn			
Who may avail:		All	lent to Gove	mmem	
Fees to be Paid:		None			
CHECKLIST OF	F REOU			WHERE TO SE	CURF
4. Request Form –			NMIS-Reco		OOKE
Request Letter -			Client	ras omi	
5. Authorization Le			Client		
external client o	,	(1) 00[7]			
6. Valid Identification		(ID) – to be	Company, S	SSS, LTO,	
presented by ex				Brgy/City Hall,	
a.one (1)	photoco	py for client,	Comelec, P	SA, BIR, Philpos	st
and/or					
b.one (1)					
	•	esentative			
**Company ID,					
License, PRC					
	er's ID,	Phil. ID, TIN ID,			
Postal ID	1		FEES TO	PROCESSING	PERSON
CLIENT STEPS	AGEI	NCY ACTIONS	BE PAID	TIME	RESPONSIBLE
1. Accomplish the	1.1 Re	ceive the	None	15 minutes	Records Officer II
Request Form		uest or print the			Records Unit
to Records Unit/		er request send			
RTOC or		ugh email			Designated
Request by	and	l reply			Records Custodian
email to records					Regional
@nmis.gov.ph					Technical
or rtoc govmail					Operation Center
(see table of					(RTOC)
directory)		neck/verify	None	2 working	Records Officer II
		retrieve the		days and 7	Records Unit
		uested		hours	Designated
		ument if in the			Designated Records
		tody of Records			Custodian
	Unit	:/RTOC			20.0134.4.7

				/// [\\\ _{\\}
				Regional Technical
				Operation Center (RTOC)
	1.2 Contifue the		30 minutes	Records Officer II
	1.3. Certify the		30 minutes	Records Unit
	document (if requested only)			Necords offic
	requested offly)			Designated
				Records
				Custodian
				Regional
				Technical
				Operation Center
0.5	0.4.5.1			(RTOC)
2. Receive the	2.1 Release the	None	15 minutes	Records Officer II
Certified True	document and			Records Unit
Copy document	request to fill-out			Designated
or the copy of	Client/Customer			Records
document and	Satisfaction Survey			Custodian
fill-out Client/	Form			Regional
Customer				Technical
Satisfaction				Operation Center
Survey Form				(RTOC)
and put in the				
designated				
drop box				
	Total	None	3 working	
			days	



2. Request for Mailing/Courier Service

This service provides the officials/employees to transport their requested documents, parcels and cargoes from Central Office – Records Unit going to concern Regional Technical Operation Centers (RTOCs) and other recipients/destinations, and vice versa through courier service.

Office or Division:	Administrative Division – Records Unit					
Classification:	Highly Technical	sion – Necord	us Offic			
Type of Transaction	5 7					
		NMIS officers/employees				
Who may avail:		empioyees				
Fees to be paid:	None		WILEDE TO CE	OUDE		
	F REQUIREMENTS		WHERE TO SE	CURE		
1. Request Form -		NMIS-Reco				
2. Document/items	s for mailing		als/employees	DEDOON		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1.Fill-out Request	1.1 Receive the	None	20 working	Records Officer II		
Form and/or	request/item		days	Records Unit		
bring the	1.2 Check/verify and	None		5		
document/item	inspect the item			Designated		
to Records Unit	(document/parcel/			Admin. Officer		
or RTOC	cargo)			Regional Technical		
	1.3 Accept the item	None		Operation Center		
	for mailing if			(RTOC)		
	correct and			(
	complete					
1.4 Prepare mailin		None				
	transmittal,					
	packing and					
	labeling.					
	1.5 Coordinate with	None				
	the courier service					
	for booking/					
	schedule pick-up					
	of item or to bring					
	the item at the					
	nearest courier					
	hub/outlet or Phil.					
	Postal Office	None				
	1.6 Release the item					
	to courier service					
	representative and					
	receive the Waybill					
	or Official Receipt					
	issued by courier					

service provider upon payment of current mailing service fee			1890
1.7 Monitor/track inform requestir official/employe on the status of delivery and recof the items, part or cargoes.	ng es ceipt rcels		
	Total None	e 20 working days	



Office of the Executive Director - Bids and Awards Committee Office

1. Procurement of Goods and Services, Infrastructure and Consulting Services through Public Bidding

This procedure provides for an effective flow and processing of purchases done through public or competitive bidding. This procedure applies to all purchases prescribing the necessary rules and regulations for the modernization, standardization, and regulation of procurement activities of NMIS. It is the policy of NMIS to ensure an efficient and effective procurement system and to strictly comply with the provisions of the Revised IRR of RA 9184.

Office or Division:		Office of the Executive Director (OED) - Bids and Awards Committee (BAC)			
Classification:	•	nical (Under Sp	pecial Law)		
Type of Transaction		rnment to Gov			
Who may avail:		End-user (St	taff/Unit/Office)		
Fees to be Paid:		None			
CHECKLIST OF				WHERE TO SEC	URE
1. Purchase Reque Specifications (1 or			Client		
CLIENT STEPS		GENCY CTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
One Million Pesos	(1,000,	000.00) abov	е		
Submit duly accomplished Purchase Request (PR)	1.1 Receive and number the PR then forward to BAC		None	30 minutes	Supply Officer Property Unit
by the End-user to Property Unit	1.2 Review and initial the PR by BAC Secretariat in accordance to APP and forward to Budget		None	30 minutes	Head of BAC Secretariat Bids and Awards Committee (BAC)
	1.3 Review and initial for funding by Budget Section and forward to OED		None	1 hour	Budget Officer III Budget Section
	PR	orove/ approve the and return roperty Unit	None	1 hour	Executive Director Office of the Executive Director

				/// \\\ _{\\\}
2. Submit Approved PR to BAC	2.1 Receive Approved PR with complete and final specifications	None	30 minutes	Head of BAC Secretariat Bids and Awards Committee (BAC)
	2.2 Prepare Bid Documents and notify the BAC/End-user/ Finance on the schedule of pre- procurement conference.	None	3 working days	Head of BAC Secretariat Bids and Awards Committee (BAC)
3. Attend pre- procurement conference	3.1 Pre- procurement Conference	None	1 working day	BAC Members, Secretariats, and Finance Division Representative Bids and Awards Committee (BAC)
	3.2 Prepare the final Bid Documents and Post the Invitation to Bid (IB) to PhilGEPS, NMIS Website and conspicuous places	None	1 working day	Head of BAC Secretariat Bids and Awards Committee (BAC)
4. Attend Pre- bidding Conference	4. 1Pre-bidding Conference	None	3 hours	BAC Members, BAC Secretariats Bids and Awards Committee (BAC)
	4.2 Issue and post at PhilGEPS and NMIS website supplemental	None	1 working day	Head of BAC Secretariat Bids and Awards

				///
	bid bulletin			Committee
	when			(BAC)
	necessary			
	4.3. The BAC shall	None	15 minutes	Head of BAC
	issue the			Secretariat
	bidding			Bids and
	documents to			Awards
	any prospective			Committee
	bidder upon			(BAC)
	payment of the			
	standard rate of			
	the bidding			
	documents			
	4.4 Receive sealed	None	15 minutes	Head of BAC
	Bids Envelope			Secretariat
	from			Bids and
	participating			Awards
	bidder, and			Committee
	indicate the			(BAC)
	time and date of			
	submission			
5. Attend opening	5.1 Opening of	None	1 working day	BAC Members,
of Bids	Bids			BAC Secretariat,
				Technical
				Working Group
				Bids and
				Awards
				Committee
				(BAC)
	5.2 Conducts	None	7 calendar	BAC Members &
	detailed		days	TWG Members
	Evaluation			Bids and
				Awards
				Committee
	F 2 Iogus Doot	None	2 working dovo	(BAC) Head of BAC
	5.3 Issue Post-	None	2 working days	Secretariat
	Qualification/			Bids and
	Disqualification Notice			Awards
	INOUICE			Committee
				(BAC)
	5.4 Prepare BAC	None	2 hours	Head of BAC
	Resolution and	110110	2 113013	Secretariat &
	Notice of Award			BAC Members
	140tioo oi / twala			Bids and
				Awards

			Committee
			(BAC)
			Executive
			Director
			Office of the Executive
			Director
5.5 Approve and	None	2 working days	BAC Members
sign the BAC	INOTIC	2 Working days	Bids and
Resolution.			Awards
			Committee
Note: The NOA is			(BAC)
accompanied			, ,
by the BAC			Executive
endorsed			Director
Resolution			Office of the
Recommending			Executive
Award of			Director
Contract		0 1: 1	111-5-00
5.6 Issue the NOA	None	2 working days	Head of BAC Secretariat
to the winning			Bids and
bidder to sign			Awards
and conforme, post-			Committee
performance			(BAC)
security			(=/:0)
occurry			
Note:			
Performance			
security within			
ten (10)			
calendar days			
from the date of			
its receipt of the			
NOA pursuant			
to Sec. 37.2 of			
the IRR of RA			
9184	. .	0 1:	Object
5.7 Prepare/review	None	3 working	Chief Administrative
of Contract/		days	Officer/Supervisin
Purchase Order			g Administrative
& Obligation			Officer/
Request			Supply Officer
			Administrative
			Division

			1	1898
6. Sign Obligation	6.1 Budget Officer	None	1 working day	Budget Officer III
Request	shall obligate			Budget Section
	funds			
	6.2 The Chief	None	2 working days	Accountant III
	Accountant			Accounting Section
	shall certify funds			Section
	availability and			Executive
	HoPE shall			Director
	approve the			Office of the
	Contract/			Executive
	Purchase			Director
	Order/Notice to			
	Proceed			
	6.3 Issuance of	None	2 working days	Supply Officer
	Contract/Purch ase Order/			Property Unit
	Notice to			BAC Secretariat
	Proceed			Bids and
	1100000			Awards
				Committee
				(BAC)
7. Receive items	7.1 Inspector	None	1 working day	Supply
delivered and	verifies			Officer/Property Inspector
request for	completeness			Property Unit
inspection	and correctness			1 Topolty Offic
	of delivery. TOTAL:	None	29 working	
	TOTAL.	INOTIE	days, 6 hours	
Notes			adys, o nours	

Note:

- As provided in Section 17.4 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act 9184
- The above processing time are not similar to the mandatory timelines set by the RA IRR 9184 Annex C

2. Procurement of Goods and Services, Infrastructure and Consulting Services through Small Value Procurement and Shopping Under Section 52.1(B)

This procedure provides for an effective flow and processing of purchases done through Small Value Procurement, and Shopping under Section 52.1(b). This procedure applies to all purchases prescribing the necessary rules and regulations for the modernization, standardization, and regulation of procurement activities of NMIS. It is the policy of NMIS to ensure an efficient and effective procurement system and to strictly comply with the provisions of the Revised IRR of RA 9184.

Office or Division:		Office of the Executive Director (OED) - Bids and Awards			
		Committee	e (BAC)		
Classification:		Highly Tec	hnical (Under	· Special Law)	
Type of Transaction:		G2G - Gov	ernment to G	overnment	
Who may avail:		End-user (Staff/Unit/Offi	ce)	
Fees to be Paid:		None			
CHECKLIST OF RE	QUIR	EMENTS		WHERE TO SE	ECURE
1. Purchase Request	with T	echnical	Client		
Specifications (1 or	iginal)				
CLIENT STEPS		GENCY	FEES TO	PROCESSIN	PERSON
		CTIONS	BE PAID	G TIME	RESPONSIBLE
Fifty Thousand (Php5				-	
1. Submit duly		Receive	None	30 minutes	Supply Officer
accomplished		d number			Property Unit
Purchase		PR then			
Request (PR) to		ward to			
Property Unit by	BA				
the End-user	1.2 Review		None	30 minutes	Head of BAC
	and initial				Secretariat
		PR by			Bids and Awards
	BA	_			Committee (BAC)
	Se	cretariat			
	In				
		cordance			
		APP and			
	_	ward to			
	Budget				
	1.3 Review		None	1 hour	Budget Officer III
		d initial for			Budget Section
funding by					
Budget					
		ction and			
		ward to			
	OE	ED			

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	1.4 Approve/ Disapprove the PR and return to Property Unit	None	1 hour	Executive Director Office of the Executive Director
2. Submit Approved PR to BAC by Property Unit	2.1 Receive the Approved PR	None	10 minutes	Head of BAC Secretariat Bids and Awards Committee (BAC)
	2.2 Post Request for Quotation (RFQ) at PhilGEPS, NMIS website and conspicuo us places for at least three (3) calendar days	None	2 hours	Head of BAC Secretariat Bids and Awards Committee (BAC)
	2.3 Send and secure quotations from at least 3 suppliers and send through email	None	1 hour	Head of BAC Secretariat Bids and Awards Committee (BAC)
	2.4 Receive sealed Bid and call for the opening of bid	None	15 minutes	Head of BAC Secretariat Bids and Awards Committee (BAC)
	2.5 Opening and review submitted Quotation	None	2 hours	BAC Members Bids and Awards Committee (BAC)
	2.6 Prepare Abstract of Quotation	None	1 working day	Head of BAC Secretariat & BAC Members

				/// [\\
	and evaluate the lowest calculated bidder			Bids and Awards Committee (BAC)
3. Vet for compliance to technical specifications of the bids	3.1 Validate legal, technical and financial documents	None	3 working days	BAC Members Bids and Awards Committee (BAC)
	3.2 Prepare Resolution & Notice of Award	None	2 hours	Head of BAC Secretariat Bids and Awards Committee (BAC)
	3.3 Approve and sign the BAC Resolution	None	1 day	BAC Members Bids and Awards Committee (BAC)
	Note: The NOA is accompanie d by the BAC endorsed Resolution Recommen ding Award of Contract			Executive Director Office of the Executive Director
	3.4 Issue approved NOA to the winning bidder to sign and conforme, post- performance security depending on the nature of the	None	2 working days	Head of BAC Secretariat Bids and Awards Committee (BAC)
	procurement project			

				4/1
	3.5 Prepare/ review of Contract/ Purchase Order and Obligation Request	None	3 working days	Chief Administrative Officer/Supervising Administrative Officer/ Supply Officer Administrative Division
4.Sign Obligation Request	4.1 Budget Officer shall obligate funds	None	1 working day	Budget Officer III Budget Section
	4.2 The Chief Accountant shall certify funds availability and HoPE shall approve the Contract/ Purchase Order/Notice to Proceed	None	2 working days	Accountant III Accounting Section Executive Director Office of the Executive Director
	4.3 Issuance of Contract/Pur chase Order/ Notice to Proceed	None	2 working days	Supply Officer Property Unit BAC Secretariat Bids and Awards Committee (BAC)
5. Receive items delivered and request for inspection	5.1 Inspector verifies completenes s and correctness of delivery.	None	1 working day	Supply Officer/Property Inspector Property Unit
	TOTAL:	None	16 days, 10 hours and 25 minutes	



Finance Division

Internal Services



1. Processing of Claims of Employees

The Finance Division validates, evaluates, processes and approves payments due to employees and reimbursement of expenses incurred while on official business. Starts from the receipt of Disbursement Voucher (DV), Obligation Request and Status (ORS) and supporting documents up to the preparation of List of Due and Demandable Accounts Payable – Advice to Debit Account (LDDAP-ADA) for submission to the servicing.

Office or Division:	Finance D	Division		
Classification:	Complex			
Type of Transaction:	G2G - Go	vernment to Government		
Who may avail:	NMIS Em	ployees		
Fees to be Paid:	None			
CHECKLIST OF REQUIRE	EMENTS	WHERE TO SECURE		
Travelling Expenses - Loc	al Travel -	· whether reimbursement or liquidation of Cash		
advance				
1. Obligation Request Statu	s (ORS)	Budget Section		
2. Disbursement Voucher Originally Signed	(Box A,	Accounting Section		
3. Original/Certified True	е Сору	Administrative Division		
Approved Travel Order (T	1 /	Administrative Division		
4. Approved Itinerary of Tra		Accounting Section		
5. Certificate of Travel Com		Accounting Section		
6. Certificate of		Client		
Appearance/Attendance				
7. Plane Ticket and Boardin (If Applicable)	g Pass	Client		
8. If the employee paid for he ticket, also attach the Offi		Client		
Receipt for the payment of				
ticket				
9. Post Travel Report Stam		Client		
(signed by Claimant & Im				
Supervisor) by the concer	ned			
office		Oliont		
10. Official Receipts (for	i buc	Client		
transportation such as tax and accommodation, etc.				
		Accounting Section		
11. Certificate of Expenses Not Requiring Receipts (if applicable)		Accounting Section		
12. Original/Certified True C		Administrative Division		
Accomplished Driver's Tri				
Travelling Expenses- Foreign Travel				
1. Obligation Request Statu		Budget Section		
2. Disbursement Voucher		Accounting Section		
Originally Signed				

	W .W
3.Original/Certified True Copy	Administrative Division
Approved Travel Order (TO)	
4.Travel Authority (TA)	Accounting Section
5. Approved Itinerary of Travel	Accounting Section
6. Certificate of Travel Completed	Client
7. Certificate of	Client
Appearance/Attendance	
8. Plane Ticket and Boarding Pass (If	Client
Applicable)	
If the employee paid for his/her	
ticket, also attach the Official	
Receipt for the payment of the ticket	
	Client
9. Post Travel Report Stamped (signed by Claimant & Immediate	Client
Supervisor) by the concerned	
office	
10.Official Receipts (for	Client
transportation such as taxi, bus,	Chort
and accommodation, etc.)	
11. Certificate of Expenses Not	Accounting Section
Requiring Receipts (if applicable)	, rossamming seems.
12. Letter of Invitation of	Client
Host/Sponsoring country/ agency/	
organization	
13. Copy of the United Nations	Client
Development Programme	
(UNDP) rate for the daily	
subsistence allowance (DSA) for	
the country destination for the	
computation of DSA to be claimed	
14. Document showing dollar to peso	Client
exchange rate at period of travel	011
15. Where applicable, authority from	Client
the Office of the President to claim	
representation expenses	Oliont
16. In case of seminars and trainings a. Invitation addressed to the	Client
agency inviting participants (issued by the foreign	
country)	
b. Acceptance of nominees as	
participants (issued by foreign	
country)	
c. Programme Agenda and	
Logistics Information	
	I .

Overtime Payment (for Overtime charge to the Meat Establishment (ME) or Meat Processing Plant (MPP)) (refer to Department Circular No. 10 Series of 2020 for the						
	es on Claims of Over					
 Disbursement Originally Sigr 	,	Accounting Section				
	nder Overtime from	Client				
Approved Au overtime	uthority to render	Client				
4. Overtime Wor	k Plan	Client				
Daily Time Ret	t Plant Log Book/ ecord or any record roof of rendered in the (ME/MPP)	Client				
Certified True of Account fro	Copy of Statement m NMIS	Concerned R	TOC Special Co	llecting Officer		
7. Certified Tru Receipt of Overtime from	ue Copy Official Remittance of	Concerned R	TOC Special Co	llecting Officer		
8. Certified Tr						
Reimbursement						
Obligations Re	eguest Status	Budget Section				
Disbursement Originally Sign	Voucher (Box A,	Accounting S				
3. Approved Pur		Property Unit				
	m at least three ourchases involving d above	Property Unit				
5. Official receip	ot in the name of	Client				
•	and Acceptance ever applicable)	Property Unit	:			
	Notarial expenses, stocopy of notarized					
	Meeting, attached eting and Original neet	Client				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
Submit claims with supporting	1.1 Numbering of Disbursement Voucher	None	15 minutes	Records Officer II Records Unit		

				/// [\\\;
documents together with ORS and DV	1.2 Receive ORS and supporting documents.	None	30 minutes	Budget Officer I *** Budget Section
	1.3 Review allotment availability and process the documents.	None	3 hours	Budget Officer I Budget Section
	1.4 Obligate amount, post ORS in the Registry of allotment (RAO) and assign ORS number.	None	3 hours	Budget Officer I Budget Section
	1.5 Certify availability of allotment and sign Box B of ORS.	None	1 hour	Budget Officer III Budget Section
	1.6 Forward all the documents to the Accounting Section	None	30 minutes	Budget Officer I Budget Section
	1.7 Receive documents for processing.	None	30 minutes	Accounting Analyst Accounting Section
	1.8 Evaluate validity of the claim, accuracy of amount and completenes s of supporting documents.	None	5 hours	Accounting Analyst Accounting Section
	1.9 Record transaction into individual index card and prepare	None	2 hours	Senior Bookkeeper Accounting Section

Tax			1898
Certificate.	Niero	0 5 5 5 5 5	A a a a un ta mt III
1.10 Sign Box C of DV as to	None	3 hours	Accountant III Accounting Section
cash			Accounting Section
availability			
and			
completenes			
s of			
supporting			
documents.			
1.11 Forward DV	None	30 minutes	Accounting Analyst
and other			Accounting Section
supporting			
documents to			
the Office of			
the Executive			
Director			
(OED)/Office of the Deputy			
Executive			
Director			
(ODED).			
1.12 Sign Box D	None	1 hour	Executive Director
of DV as to			Office of the
approval of			Executive Director
payment for			
the claim.			
1.13 Forward DV	None	30 minutes	Administrative
and			Assistant III Office of the
supporting			Executive Director
documents to			Executive Director
the Cashier Section.			
1.14 Received	None	30 minutes	Disbursing Officer
Voucher from	None	30 minutes	Cashier Section
the			
OED/ODED			
1.15 Verify DV for	None	1 hour	Disbursing Officer
payment of			Cashier Section
LDDAP-ADA.			
1.16 Prepare	None	2 hours	Head, Cashier
LDDAP-ADA.			Cashier Section
1.17 Forward	None	1 hour	Disbursing Officer
documents to			Cashier Section
OED/ODED			

for recommendat ion of payment and review and sign. 1.17 Certify	None	30 minutes	Head, Cashier
correctness of the LDDAP-ADA and submit to servicing bank.			Cashier Section
1.18 Approved and sign LDDAP-ADA review and sign the check and ACIC.	None	30 minutes	Deputy Executive Director Office of the Deputy Executive Director Executive Director Office of the Executive Director
1.19 Prepare Financial Data Entry System (FinDES)	None	1 hour	Disbursing Officer Cashier Section
1.20 Sign the LDDAP-ADA and FinDES	None	30 minutes	Head, Cashier Cashier Section
1.21 Submits to servicing bank the LDDAP-ADA and FinDES printout and soft copies. Crediting of payment shall effect not earlier than 1 banking day.	None	30 minutes	Head, Cashier Cashier Section
TOTAL:	None	3 working days, 4 hours and 30 minutes	



Regional Technical Operation Centers



Laboratory Services

1. Provision of Laboratory Testing to Walk-in Clients (at Regional Satellite Laboratories)

The Laboratory Section of Regional Satellite Laboratories shall be responsible for the conduct of analytical tests to verify quality, safety, and wholesomeness of meat and meat products at all stages of production, distribution and sale. It shall also be responsible for the accurate interpretation of results and analyses of data resulting from conducted analytical tests.

This procedure covers the activities involved in the provision of laboratory testing services starting from the acceptance of samples for testing, up to releasing of laboratory test reports.

Office or Division:	Regional Sa	tellite Laboratories		
Classification:	Highly Techr	nical		
Type of	G2C – Gove	2C – Government to Citizens		
Transaction:	G2B – Gove	rnment to Business		
	G2G – Gove	ernment to Government		
Who may avail:	All			
Fees to be Paid:	(Laboratory	Test Requested x No. of Samples)		
CHECKLIST OF REQU	JIREMENTS	WHERE TO SECURE		
Duly Accomplished	d Laboratory	Receiving Area at RTOC Office		
Request Form (1 o	riginal copy)	Also downloadable at		
		Application Form (nmis.gov.ph)		
Official Receipt of I		Special Collecting Officer		
Laboratory Test Fe	es (1	NMIS-Regional Technical Operation Center		
original copy)				
3. Samples for Labo	•	Client		
samples must be				
and individually pa				
and labeled, an	id with no			
unusual odor.				
Additional Notes:				
	aal Taata			
For the Physi	•			
average sample we	eignt must be			
250g, minimum.				
Fautha Mianahiala	e e e e e e e e e e e e e e e e e e e			
For the Microbiolo	•	,		
average sample	_			
meat must be 250	_			
And for cecal conf				
cecum; average sa				
must be 50g,	minimum.			
Average sample	temperature			
must be 10°C or be	elow			



For the **Parasitological Test**, average sample weight must be 250g, minimum.

For the Chemical/Veterinary Drug Residue Test, average sample weight is 250 grams excluding fat tissues

For the **Molecular Biology Test,** average sample weight is 5g, minimum

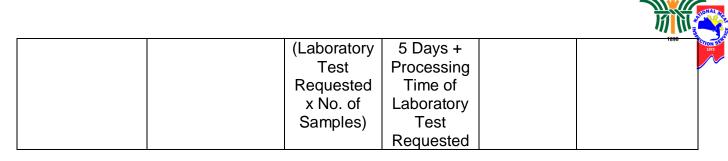
For laboratory tests required for the **Issuance of Official Meat Inspection Certificate,** samples must follow prescribed export guidelines.

export guidelines.				_
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSI NG TIME	PERSON RESPONSIBL E
1. Submits sample at the Receiving area of RTOC Office	1.1 Provides Laboratory Request Form (LRF) to the client. Also Downloadable at Application Form (nmis.gov.ph)	None	15 minutes	Receiving Officer/Laborator y Analyst Regional Technical Operation Center
	1.2 Assess the compliance of samples	None	1 hour	Receiving Officer/Laborator y Analyst Regional Technical Operation Center
2. Fill-up and submit LRF at the Receiving area	2.1 Verify the accomplishe d LRF	None	15 minutes	Receiving Officer/Laborator y Analyst Regional Technical Operation Center
	2.2 Issues an Order of	Laboratory Test Fee:	30 minutes	Receiving Officer/Laborator y Analyst

				₩
	Payment (OP). Include mailing fee, if applicable.	Refer to Table of Laborator y Tests and their correspon ding fees.		Regional Technical Operation Center
3. Submit payment of laboratory fees in RTOC Office *If laboratory fees are paid via Landbank Epayment Portal, go to https://www.lbp-eservices.com/egps/portal/Merchants.jsp. Then choose	3.1 Receives cash payment of Laboratory Fees *Receives copy of the transaction and reference number for fees paid via Landbank Epayment Portal. Then verify the transaction.	None	*working days	Special Collecting Officer (SCO) Regional Technical Operation Center
National Meat Inspection Service for Merchant and Laboratory fees for transaction Type. And select the payment option. Submit a copy of the transaction with reference number.	3.2 Issues Official Receipt	None	20 minutes	Special Collecting Officer (SCO) Regional Technical Operation Center
4. Receive and Present OR to LS Personnel.	4.1 Secure a copy of the OR and record the number in LRF	None	10 minutes	Receiving Officer/Laborator y Analyst Regional Technical Operation Center
	4.2 Assign LD Control Number to the	None	30 minutes	Receiving Officer/Laborator y Analyst Regional

			W W 3
accomplished			Technical
LRF			Operation
			Center
4.3 Return original OR to Client and a photocopy of LRF	None	10 minutes	Receiving Officer/Laborator y Analyst Regional Technical Operation Center
4.4 Record in logbook the details of samples received	None	1 hour	Laboratory Analyst Regional Technical Operation Center
4.5 Testing of samples is conducted in this step by the assigned analyst/ analysts. If laboratory tests requested concern different sections, it will be forwarded in the order of which contamination is minimized. Generally, it will be forwarded first to Microbiology then Veterinary	None	See Table below for processing time of each laboratory test	Laboratory Analyst Regional Technical Operation Center
Drug Residue Testing. 4.6 Verify the validity of results on the tests conducted	None	1 working day	Laboratory Analyst Regional Technical Operation Center

				/// [\\\]
	4.7 Print out of Laboratory Results	None	30 minutes	Laboratory Analyst Regional Technical Operation Center
	4.8 Forward the printed Laboratory Results to signatories	None	30 minutes	Laboratory Analyst Regional Technical Operation Center
	4.9 Sign the laboratory Results	None	1 hour	Laboratory Head Regional Technical Operation Center
	4.10 Photocopy duly signed Laboratory Test Report for record keeping and as receiving copy.	None	20 minutes	Receiving Officer/Laborator y Analyst Regional Technical Operation Center
1. Claim the Laboratory Results, sign the receiving copy of the result and fill up the Feedback form. Then	5.1 Releases the laboratory results and gives a copy of Customer Satisfaction Feedback Form to the client.	None	1 hour	Receiving Officer/Laborator y Analyst Regional Technical Operation Center
returns the feedback form to the Records Officer.	5.2 Secures a signed receiving copy of Laboratory results and provide the Standardized Client/Custom er Satisfaction Survey Form	None	20 minutes	Receiving Officer/Laborator y Analyst Regional Technical Operation Center



LABORATORY TEST	FEE	PROCESSING TIME		
PHYSICAL TEST				
Organoleptic test	PHP 50.00	2 Days		
рН	PHP 35.00	2 Days		
MICROBIOLOGICAL TEST				
Standard/Aerobic Plate Count	PHP 150.00	7 Days		
Coliform Count	PHP 150.00	10 Days		
Salmonella sp.	PHP 350.00	10 Days		
Staphylococcus aureus	PHP 350.00	7 Days		
E.Coli	PHP 350.00	7 Days		
E. coli and E.Coli 0157:H7*	PHP 700.00	15 Days		
CHEMICAL/VETERINARY DRUG RESIDUE TEST				
Beta-lactams (Microbial Inhibition Test)	PHP 375.00	5 Days		
Tetracyclines (Microbial Inhibition Test)	PHP 375.00	5 Days		
Sulfonamides (Microbial Inhibition Test)	PHP 375.00	5 Days		
Aminoglycosides (Microbial Inhibition Test)	PHP 375.00	5 Days		
Quinolones (Microbial Inhibition Test)	PHP 375.00	5 Days		
Macrolides (Microbial Inhibition Test)	PHP 375.00	5 Days		

NOTE:

E. coli and E.Coli 0157:H7 are provided by RTOCs 1, 3, and 4A only. This service is not available at RTOCs 11 and 12.





Accreditation and Registration Section

1. Issuance of Certificate of Registration for Meat Transport Vehicle (MTV) for New and Renewal

Issuance of Meat Transport Vehicle (MTV) sticker to the NMIS Registered Meat Transport Vehicles in the country to ensure compliance to national standards on hygiene and sanitation during handling and transport.

Office or Division:	Regional Technical Operation Centers – Accreditation and		
Classification:	Registration Division	on	
	Simple	t to Duciness	
Type of Transaction:	G2B – Governmen	t to Business	
Who may avail:	Meat Transport Ve	hicle Operators or Owners, Third Party Service	
	Provider		
	Trucking		
Fees to be Paid:		eat Transport Vehicle (MTV)	
CHECKLIST OF F		WHERE TO SECURE	
1. Duly accomplish		Downloadable application form at NMIS official	
	NMIS regulations (website (www.nmis.gov.ph)	
1 original copy)	proof of our parable /	Client	
Updated copy of legal possession		Client	
	ct of lease or deed		
of sale, as may b			
photocopy)	applicable) (1		
Valid Certificate	of Registration	Land Transportation Office (LTO)	
	eceipt (OR) of LTO		
vehicle registration (1 photocopy)			
If Vehicles without issued plate			
	k certification from		
	gned plate number		
(1 original or cert		NIMIC Degional Technical Operations Courter	
4. Certificate of Atta	•	NMIS Regional Technical Operations Center	
	endance (for the last		
	e owner / manager, ahinante (to NMIS		
	ntation-seminar on		
•	practices on meat/		
	conducted by ARS		
and/ or MSDCPS focal person) (1			
photocopy)	. , ,		
Valid health certi		Municipal Health Office (LGU)	
porter and driver	-		
government phys			
months prior to			
application (1 photocopy)			

OF A	GAZCULTURE
	ANTONAL MEAN
1898	1972

5.	Original copy of clear colored
	photos of the vehicle with a
	dimension of 7x5 inches (5R photo)

- front view

- side view (left & right)

- back view showing plate number (closed door)

- back view (open door showing the MTV meat compartment)

 Official Receipt for MTV registration fee issued by NMIS (1 Scanned/ photocopy)

Applicant, NMIS RTOC Special Collecting Officer

A 0 = 1 0 1 / 1 0 = 1 0 1 1 0	FEES TO BE PROCESSIN PERSON		
AGENCY ACTIONS	PAID	G TIME	RESPONSIBLE
1. Conducts the	None	4 hours	Accreditation and
GHP Orientation			Registration
with evaluation			Focal and Meat
			Standards
			Development and
			Consumer
1.4 Prepare and			Protection Focal
issue			Person
Certificate			Regional
			Technical
			Operation
			Centers (RTOC)
1.2 Sign the			Regional
Certificate/appr			Technical
ove issuance of			Director
E-Certificate			Regional
			Technical
			Operation
			Centers (RTOC)
2.1 Receive and	None	1 working	Accreditation and
evaluate		day	Registration
documentary		,	Focal
-			Regional
•			Technical
J .			Operation
•			Centers (RTOC)
and accuracy.			, ,
2.2 Inspection of			Accreditation and
-			Registration
•			Focal
			Regional
5.100.1011			Technical
,	1. Conducts the GHP Orientation with evaluation 1.4 Prepare and issue Certificate 1.2 Sign the Certificate/appr ove issuance of E-Certificate	1. Conducts the GHP Orientation with evaluation 1.4 Prepare and issue Certificate 1.2 Sign the Certificate/appr ove issuance of E-Certificate 2.1 Receive and evaluate documentary requirements for validity, completeness and accuracy. 2.2 Inspection of the MTV using the MTV	1. Conducts the GHP Orientation with evaluation 1.4 Prepare and issue Certificate 1.2 Sign the Certificate/appr ove issuance of E-Certificate 2.1 Receive and evaluate documentary requirements for validity, completeness and accuracy. 2.2 Inspection of the MTV using the MTV

Client

	For renewal, MIO assigned at Meat Establishment shall conduct MTV inspection and endorse to RTOC			Operation Centers (RTOC) Meat Inspection Officer
	Note: For non- compliant MTV, a copy of the evaluation result shall be provided to the MTV Operator for their appropriate action and shall re apply			
	2.3 For compliant MTV , provide inspection and report issue SOA			Accreditation and Registration Focal Regional Technical Operation Centers (RTOC)
2. Pays the MTV registration fee	3.1 Receives payment of MTV registration fee and issues Official Receipt	Php 300.00 Registration Fee per MTV	1 hour	Special Collecting Officer (SCO) Regional Technical Operation Centers (RTOC)
	3.2 Preparation of the certificate, profiling in the MTV registration and data encoding in MTV stickers	None	2 hours	Accreditation and Registration Focal Regional Technical Operation Centers (RTOC)

				/// [/l/s
	3.3 Approval and Issuance of Certificate of Registration (COR) of MTV and sticker	None	1 hour	Regional Technical Director Regional Technical Operation Centers (RTOC)
				Accreditation and Registration Focal Regional Technical Operation Centers (RTOC)
3. Receives the Certificate of Registration and MTV stickers provide feedback satisfaction survey	4.1 Provide the Standardized Client/Customer Satisfaction Survey Form	None	15 minutes	Accreditation and Registration Focal Regional Technical Operation Centers (RTOC)
	TOTAL	MTV Registration fee PHP 300.00 per MTV	2 working days and 15 minutes	



Plant Operation Standard and Monitoring Section

1. Certification of fitness of meat for human consumption (Issuance of MIC to clients)

The Official Inspector (NMIS or Deputized Meat Inspection Officers) assigned in NMIS-licensed meat establishment issues an official certificate, the Meat Inspection Certificate (MIC) to attest that:

- a. the meat being certified are from animals that were subjected to ante- and postmortem inspection and that, at the time and date of inspection, the meat were found to be fit for human consumption, and that,
- b. the meat have been handled and/ or packed in accordance with the rules and regulation of NMIS and the Department of Agriculture

Office or Division	Danianali	Fachwinel Oneretics Contest Dlant Oneretics		
Office or Division	Regional Technical Operation Center – Plant Operation			
Classification	Standards and Monitoring Section			
	Simple			
Type of Transaction:		vernment to Business		
		vernment to Government		
Who may Avail:		ers or meat traders and other interested parties in		
	the meat in	ndustry		
Fees to be Paid:	None			
CHECKLIST OF REQUIRE	MENTS	WHERE TO SECURE		
Issuance of MIC in Slaughte	rhouses (S	SH) and Poultry Dressing Plants (PDP)		
1. Valid Veterinary Health	Certificate	Issued by licensed veterinarian (Government or		
(VHC) (1 original copy)		Private)		
2. Valid Shipping Permit (1 original	BAI - National Veterinary Quarantine Services		
copy)	J	Division or issued by Deputized Local Government		
		Veterinarians		
Additional requirement if lar	ge animals	3;		
3. Certificate of Ownership or		Veterinary/ Agriculture Office (or other offices		
of Transfer of Ownership		authorized by Local Chief Executives)		
copy)	`	,		
or		or		
equivalent documents/ ma	nifestation			
of ownership		issued by barangay officials		
Issuance of MIC in Meat Cut	ting Plants	(MCP), Cold Storage Warehouse (CSW) or		
Meat Depot Centers (MDC)				
1. Meat Inspection Certification	ate (MIC)	SH, PDP, CSW, MCP		
from source or point of o	origin – 1			
original copy				
Certificate of Meat Inspection	` ,	CSW		
from the source or point of	f origin (1			
original copy)				

CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
OLILINI OI LI O	ACTIONS	BE PAID	TIME	RESPONSIBLE
Issuance of MIC in		DE I / (ID	111112	ILLOI OITOIDEL
1. Presents live animals for slaughter together with the required documents in NMIS-licensed SH or PDP	1.1 Checks required documents prior to acceptance of animals (Veterinary Health Certificate, Shipping Permit, Certificate of Ownership or Certificate of Transfer of Ownership (for cattle only)	None	30 minutes	Authorized representative SH or PDP – Meat establishment
	1.2 Records all animal information and submitted documents in the Daily Receiving of Animals Form. Endorses all documents and daily report or receiving form to NMIS Meat Inspection Officer (MIO) or Deputized Meat Inspection Officer (DMIO).	None	30 minutes	Authorized representative SH or PDP – Meat establishment
	1.3 Conducts ante-mortem (AM) inspection. Identifies	None	2 hours and 30 minutes	DMIO/MIO SH or PDP – Meat establishment

				<i>11)</i> (()
	animals that are fit for slaughter or emergency slaughter			1890
	1.4 Observes and checks slaughtering procedures and meat handling	None	30 minutes	DMIO/MIO SH or PDP – Meat establishment
	1.5 Conducts Post-mortem (PM) inspection. Identifies meat and meat products that are fit for human consumption.	None	2 hours and 30 minutes	DMIO/MIO SH or PDP – Meat establishment
2.Signs and receives the verified original copy of MIC in the Meat Inspector's Office	2.1 Stamps mark of meat inspection in carcass, issues the signed MIC and files duplicate copy of MIC.	None	1 hour	DMIO/MIO SH or PDP – Meat establishment
	TOTAL	None	7 hours and 30	
Issuance of MIC in	MCD/CS/W/MDC		minutes	
1. Presents locally/imported -sourced meat for meat cutting or storage with MIC or COMI	1.1 Checks and verify required documents prior to acceptance of meat	None	1 hour	Authorized representative or MIO MCP/CSW/MDC – Meat establishment
2. Signs and receives the verified original copy of MIC	2.1 Issues MIC and files duplicate copy of MIC	None	2 hours	DMIO/MIO MCP/CSW/MDC Meat establishment
	Total	None	3 hours	



Meat Standards Development and Consumer Protection Section

1. Issuance of Sales Promotion Permit of Regional Technical Operation Center

Articles 116 to 121, 123b of the Consumer Act of the Philippines provides for the issuance of Permit to Conduct Promotion and the Joint Administrative Order No 1, Series of 2009 providing for the delineation of functions and shared responsibilities in the regulation of meat products between the Department of Agriculture-National Meat Inspection Service and Department of Health- Bureau of Food and Drugs.

The Joint Administrative Order authorizes the National Meat Inspection Service to issue permits relative to advertising and promotion and shall be secured in accordance with the delineation of product responsibility.

Sales promotion are techniques intended for broad consumer participation which contains promises of gain such as prizes, in cash or in kind, as a reward for the purchase of a product, security, service or winning in contest, game, tournament, and other similar competitions which involved determination of winner/s and which utilize mass media or widespread media of information.

Office or Divisions	DTOC Mast Cts	n dayda Daydannaant and Canayanan		
Office or Division:	RTOC - Meat Standards Development and Consumer			
	Protection Section			
Classification:	Simple			
Type of Transaction:	G2B - Governmer	nt to Business		
Who may avail:	Meat companies,	Advertising Agencies		
Fees to be Paid:		Permit Fee + Fee for the Amount of Prizes) +		
	mailing fee if appl	icable		
CHECKLIST OF REQ	UIREMENTS	WHERE TO SECURE		
1. Application form (1 origin	nal copy)	NMIS Meat Standards Development and		
		Consumer Protection Division		
		Promo_Application_Form.pdf (nmis.gov.ph)		
 A graphical presentation of at least one advertising material that contains the complete mechanics, duration, prizes and coverage of the promotion and shall imprinted on it the phrase: per NMIS Permit No Series of 		Client		
3. All other advertising materials shall indicate "See poster or print ad for complete details and the phrase per NMIS Permit No Series of One (1) copy for each advertising material.				

					171 (N)
4. Photocopy of Certificate of License to		Client			
	Operate by the Meat Establishment – one				
	(1) copy				
5.	5. Merchandizing materials and its graphical		Client		
		one (1) copy each.			
C	LIENT STEPS	AGENCY ACTION	FEES	PROCESSING	PERSON
			TO BE	TIME	RESPONSIBLE
			PAID		
6.	Submits/ send	1.2 Receipt of	None	1 hour	Meat Inspection
	application	Application			Officer
	together with				Regional
	complete	 Via Registered Mail 			Technical
	requirements	Receive and sign			Operation Center
	via mail,	courier's log			(RTOC)
	personal filing,	indicating the			
	or e-mail.	information on the			
		received mail.			
		. Vio Boroanal Filling			
		Via Personal Filling Accepts the			
		Accepts the application and other			
		relevant documents,			
		stamp and sign the			
		receiving copy.			
		l committee of the comm			
		Via Electronic Mail			
		Send an			
		acknowledgement e-			
		mail upon receipt of			
		the application and			
		other relevant			
		documents			
		1.5 Assesses the	None	1 hour	Consumer
		application			Protection Focal
		submitted with			Meat Standards
		complete			Development and
		requirements			Consumer
		•			Protection
		401	N.L.	00 21 1	Section
		1.3 Issues Order of	None	30 minutes	Consumer
		Payment			Protection Focal Meat Standards
					Development and
					Consumer
					Protection
					Section
				1	

				47 (1)
7. Pays Sales	2.1 Issues Official	For the	30 minutes	Special ****
Promotion	Receipt (OR)	Fees,		Collecting Officer
Permit fee &		refer to		RTOC
Fees for the		the		
Amount of		table		
Prizes.		below		
Additional	2.2 Records Sales	None	1 working day	Consumer
Courier fee (if	Promotion OR			Protection Focal
requested by	Number in Logbook			Meat Standards
the applicant)	2.3 Prepares Sales			Development and
and receives	Promotion Permit			Consumer
Official	2.4 Records Sales			Protection
Receipt (OR)	Promotion Permit			Section
	Number in Logbook			
	2.5 Endorses Sales			
	Promotion Permit to			
	the Office of the			
	Executive Director			
	1.6 Approves permit	None	1 working day	Regional Technical
			,	Director
				RTOC
8. Receives	3.1 Provide the	None	1 hour	Designated
Sales	Standardized			Records
Promotion	Client/Customer			Custodian
Permit	Satisfaction Survey			RTOC
through:	Form			
- Pick-up - Courier				
- Registered				
Mail				
Wildli	TOTAL	Refer to	2 working days	
		the	and 3 hours	
		table		
		below +		
		mailing		
		fee if		
		applicab		
		le		
		10		

Table of Sales Promotion Permit Fees:

COVERAGE	COST	
a. Several provinces/cities/municipalities within	PHP 500.00	
the same region		
b. Single province/city/municipality	PHP 250.00	

FEE FOR THE AMOUNT OF PRIZES					
a. Up to PHP 50,000.00	PHP 250.00				
b. PHP 50,001.00 to PHP 150,000.00	PHP 500.00				
c. PHP 150,001.00 to PHP 300,000.00	PHP 1,000.00				
d. PHP 300,001.00 to PHP 500,000.00	PHP 2,000.00				
e. PHP 500,001.00 to PHP 1,000,000.00	PHP 3,000.00				
f. Above PHP 1,000,001.00	PHP 5,000.00				
BLANKET APPROVAL FOR RECURRING SALES PROMOTION					
Covering a Period of one (1) year	Full amount of Permit Fee and Prizes Fee				
	Plus (+) Fifty Percent 50%				
CHANGE IN APPROVED VARIABLES					
Mechanics, coverage, duration, participating	PHP 300.00				
products or Date of selection of the Winner					

For Mailing Fee:

Memorandum Order No. CO-01-2024-038 "Current Courier Service Mailing Rate/Fee for Clients Availing the Delivery Services of documents from Central Office to their Requested Address/Location"

Region/Location	Current Mailing Rate/Fee					
	Accreditation Certificate - MIT/LTO initial, etc. (A4 size paper)	Other Documents (Legal size paper)	LTO Certificate (A3 size paper)			
NCR	PHP 106.72	PHP 132.90	PHP 230.00			
North Luzon	PHP 132.52	PHP 144.80	PHP 245.00			
South Luzon	PHP 142.52	PHP 144.80	PHP 245.00			
Visayas	PHP 144.42	PHP 156.70	PHP 285.00			
Mindanao	PHP144.42	PHP 156.70	PHP 285.00			

2.Redress of Consumer Complaint at the Regional Technical Operations Center (RTOC)

This service offers a venue for consumers who buy fresh, chilled or frozen meat to air their complaints in a manner where the resolution becomes mutually acceptable for both the complainant and respondent.

RTOC - Meat Standards Development and Consumer

Office or Division:

		Protection Section (MSDCPS)				
Classification:		Highly Technical (Under Special Law)				
Type of Transaction:		G2C – Government to Citizens				
			ernment to Go			
Who may avail:			who purchas	ed meat		
Fees to be paid:		None				
CHECKLIST OF		EMENTS		WHERE TO SEC	URE	
Any of the following 1. A Complaint le submitted or cou	•	Client				
2. A Filled-out Int	formation	sheet	Can be dow	nloaded from the N	MIS website:	
(ADR From No. 1	1)		www.nmis.g	<u>ov.ph</u> , or can be se	ent through email	
			upon reques			
CLIENT STEPS		SENCY STIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submits filled- out and signed Information Sheet 1 or letter of complaint	1.1 Rec the f and Infor Shee the I com If the cours email proce starts actual	ceives and illed-out signed rmation et No. 1 or etter of plaint. complaint is red through the essing time of the val of the	None	5 minutes	Consumer Protection Focal Regional Technical Operation Center (RTOC)	
1.2 If complaint is received through telephone call, MSDCPD-Consumer		None	10 minutes	Consumer Protection Focal Regional Technical Operation Center (RTOC)		

	Protection focal person fills-out Information Sheet 1a			1896
1.3	Assess the complaint if it falls under NMIS jurisdiction.			
	3a. If the complaint does not fall under NMIS furisdiction, fill out the endorsement form (Form No. 2a) and submit for approval to Regional Technical Director for the Regional Technical Operations Center .	None	2 working days	Consumer Protection Focal Regional Technical Operation Center (RTOC)
6 1 6 1	The RTD approves the Endorsement and sent to concerned office. Please proceed to agency step no. 2.	None	10 minutes	Regional Technical Director Regional Technical Operation Center (RTOC)

				///
	1.3b If the complaints falls under regulatory investigation forwards the complaint to Enforcement Unit for investigation (See Process on regulatory	None	10 minutes 7 working days	Consumer Protection Focal Regional Technical Operation Center (RTOC) Regional Technical Director Regional Technical
	1.3c If the complaint falls under mediation, proceed to mediation process. Please refer to QMS- Complaint Resolution Process	None	10 working days	Operation Center (RTOC) Alternative Dispute Resolution Specialists Regional Technical Operation Center (RTOC)
	1.4 Send endorsement to other office, or the endorsement for regulatory investigation or mediation to Regional Technical Operations Center	None	30 minutes	Records Custodian Regional Technical Operation Center (RTOC)
	1.5 Receives report on the action taken to resolve the complaint for regulatory investigation or mediation from RTOC	None	10 minutes	Consumer Protection Focal Meat Standard Development and Consumer Protection Division (MSDCPD)
2. Receives report on action taken	2.1 Furnish the complainant the	None	10 minutes	Consumer Protection Focal

				W
to resolve the complaint	report on the action taken to resolve the complaint through e-mail or courier and provide the Standardized Client/Customer Satisfaction Survey Form			Regional Technical Operation Center (RTOC)
	Total	None	For regulatory: 7 working days For mediation: 20 working days	



2. Redress of Consumer Complain for Under Mediation at the NMIS Regional Technical Operations Center (RTOC)

This service offers a venue for consumers who buy fresh, chilled or frozen meat to air their complaints in a manner where the resolution becomes mutually acceptable for both the complainant and respondent.

Under Chapter III of the Consumer Act of the Philippines, it is stated that "the concerned department may commence an investigation upon petition or letter complaint from the consumer." "The department shall establish procedures for systematically logging in, investigating and responding to consumer complaints into the development of consumer policies, rules and regulations, assuring as far as practicable simple and easy access on the part of the consumer to seek redress for his grievances.

Meanwhile, under RA 9285, An act to institutionalize the use of Alternative Dispute Resolution (ADR) System in the Philippines and to establish the Office for the Alternative Dispute Resolution, and for other purposes, it provides that "the state shall encourage and actively promote the use of ADR to achieve speedy and impartial justice and declog court dockets.

Office or Division:		Meat Standards Development and Consumer Protection		
	Section (M	Section (MSDCPS)		
Classification:	Highly Tecl	hnical (Under Sp	ecial Law)	
Type of Transaction	G2C – Gov	ernment to Citiz	ens	
	G2G – Go\	ernment to Gove	ernment	
Who may avail:	Consumers	s who purchased	l meat	
Fees to be Paid:	None	None		
CHECKLIST OF RI	EQUIREMENTS	V	VHERE TO SECU	IRE
Any of the following: 1. A Complaint let manually submitte through online. 2. A Filled-out Info (ADR From No. 1	ed or coursed ormation sheet	er Client ursed		
	upon request			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

				/// \\\ ³ _
1. Submits filled- out and signed Information Sheet 1 or letter of complaint	1.1Receives and assess the filled-out and signed Information Sheet No. 1 or the letter of complaint. If the complaint is coursed through email, the processing time starts during the actual time of the retrieval of the complaint.	None	1 working day	Consumer Protection Focal Regional Technical Operation Center (RTOC)
	1.2 If complaint is received through telephone call, MSDCPD-Consumer Protection focal person fills-out Information Sheet 1a	None		Consumer Protection Focal Regional Technical Operation Center (RTOC)
	1.3 If the complaint falls under mediation, prepare for the mediation process	None	5 working days	Alternative Dispute Resolution Specialists Regional Technical Operation Center (RTOC)
	1.4 Conduct mediation process 1.4.1 First hearing 1.4.2 Second hearing 1.4.3 Third hearing until the	None	10 working days	Alternative Dispute Resolution Specialists Regional Technical Operation Center (RTOC)

settlement agreement			1890
1.5 Provide Central Office with the result of the mediation	None	2 working days	Alternative Dispute Resolution Specialists Regional Technical Operation Center (RTOC)
Total	None	18 working days	



Regional Technical Operation Centers

Internal Services

1. Provision of Laboratory Testing for Samples on NMIS Monitoring and Surveillance Programs and support activities with partner institutions (at Regional Satellite Laboratories)

The Laboratory Section of Regional Satellite Laboratories shall be responsible for the conduct of analytical tests to verify quality, safety, and wholesomeness of meat and meat products at all stages of production, distribution and sale. It shall also be responsible for the accurate interpretation of results and analyses of data resulting from conducted analytical tests.

This procedure covers the activities involved in the provision of laboratory testing services starting from the acceptance of samples for testing, up to releasing of laboratory test reports.

Office or Division:	Regional Sate	ellite Laboratories	
Classification:	Highly Technical		
Type of Transaction:	G2G - Government to Government		
Who may avail:	NMIS Meat In	spection Officers	
Fees to be Paid:	None		
CHECKLIST OF REQUI	REMENTS	WHERE TO SECURE	
1. Duly Accomplished Laborate	•	Receiving Area of Regional Satellite Laboratory	
Request Form (1 original	ıl)	Also Downloadable at Application Form	
		(nmis.gov.ph)	
Samples for Laboratory	•	NMIS Meat Inspection Officer	
samples must be hygier	•		
individually packed, sea			
labeled, and with no un	usuai odor.		
Additional Notes:			
For the Physical Tests	avorago		
sample weight must be			
minimum.	230g,		
miniminam.			
For the Microbiologica	l Tests.		
average sample weight	•		
must be 250g, minimum			
cecal content or intact			
cecum; average sample	e weight		
must be 50g, minimum.	Average		
sample temperature must be 10°C or			
below			
	_		
For the Chemical/Vete			
Residue Test, average			
weight is 250 grams exc	cluding fat		
tissues			

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1898

For laboratory tests required for the Issuance of Official Meat Inspection Certificate, samples must follow prescribed export guidelines.

CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON
		BE PAID	TIME	RESPONSIBLE
Submits sample at the Receiving area of RTOC Office	1.1 Provides Laboratory Request Form (LRF) to the client. Also Downloadable at Application Form (nmis.gov.ph)	None	10 minutes	Receiving Officer/Laboratory Analyst Regional Technical Operations Center (RTOC)
	1.2 Assess the compliance of samples	None	1 hour	Receiving Officer/Laboratory Analyst Regional Technical Operations Center (RTOC)
2. Fill-up LRF at the Receiving area	2.1 Verify the accomplished LRF	None	10 minutes	Receiving Officer/Laboratory Analyst Regional Technical Operations Center (RTOC)
	2.2 Assign LD Control Number to the accomplished LRF and record in logbook the details of samples received	None	2 hours	Receiving Officer/Laboratory Analyst Regional Technical Operations Center (RTOC)
	2.3 Determine the laboratory tests based on the covered Programs.	None	10 minutes	Receiving Officer/Laboratory Analyst Regional Technical Operations Center (RTOC)

2.4 Testing of samples is conducted in this step by the assigned analyst/ analysts. If laboratory tests requested concern different sections, it will be forwarded in the order of which contamination is minimized. Generally, it will be forwarded first to Microbiology then Veterinary Drug Residue	None	See Table below for processing time of each laboratory test	Laboratory Analyst Regional Technical Operations Center (RTOC)
Testing. 2.5 Verify the validity of results on the tests conducted	None	1 working day	Laboratory Analyst Regional Technical Operations Center (RTOC)
2.6 Print out of Laboratory Results	None	1 hour	Laboratory Analyst Regional Technical Operations Center (RTOC)
2.7 Forward the printed Laboratory Results to signatories	None	1 hour	Laboratory Analyst Regional Technical Operations Center (RTOC)
2.8 Sign the laboratory Results	None	1hour	Laboratory Head Regional Technical Operations Center (RTOC)

					''/
		2.9 Photocopy duly signed Laboratory Test Report for record keeping and as receiving copy.	None	1 hour	Receiving Officer/Laboratory Analyst Regional Technical Operations Center (RTOC)
3.	Claim the Laboratory Results, sign the receiving copy of the result and fill up the	3.1 Releases the laboratory results and provide the Standardized Client/Customer Satisfaction Survey Form	None	20 minutes	Receiving Officer/Laboratory Analyst Regional Technical Operations Center (RTOC)
	Feedback form. Then returns the feedback form to the Receiving Officer/ Analyst of RTOC	3.2 Secures and files the signed receiving copy and the provide the Standardized Client/Customer Satisfaction Survey Form	None	10 minutes	Receiving Officer/Laboratory Analyst Regional Technical Operations Center (RTOC)
		TOTAL	None	2 working days + Processing Time of Laboratory Test requested	

LABORATORY TEST	FEE	PROCESSING TIME
PHYSICAL TEST		
Organoleptic test	None	2 Days
рН	None	2 Days
MICROBIOLOGICAL TEST		
Standard/Aerobic Plate Count	None	7 Days
Coliform Count	None	10 Days
Salmonella sp.	None	10 Days
Staphylococcus aureus	None	7 Days
E.Coli	None	7 Days
*E. coli and E.Coli 0157:H7	None	15 Days
CHEMICAL/VETERINARY DRUG RESIDU	JE TEST	
Beta-lactams (Microbial Inhibition Test)	None	5 Days
Tetracyclines (Microbial Inhibition Test)	None	5 Days
Sulfonamides (Microbial Inhibition Test)	None	5 Days
Aminoglycosides (Microbial Inhibition Test)	None	5 Days
Quinolones (Microbial Inhibition Test)	None	5 Days
Macrolides (Microbial Inhibition Test)	None	5 Days

NOTE:

Ecoli and E.Coli 0157:H7 are provided by RTOCs 1, 3, and 4A only. This service is not available at RTOCs 11 and 12.



FEED	DACK AND COMPLAINTS MECHANISM
	BACK AND COMPLAINTS MECHANISM
How to send feedback	Accomplish the Client Feedback Form and drop it at the
	designated drop box located at the entrance of the NMIS Central
	Office and the respective drop box of each Regional Technical
	Operations Centers (RTOCs) located at their entrance.
	You may also send your feedback at nmis@nmis.gov.ph
	Or mail us at:
	NATIONAL MEAT INSPECTION SERVICE
	No.4 Visayas Avenue, Brgy. Vasra, Quezon City
How feedbacks are	Feedback is gathered and processed by the respective Offices in
processed	the NMIS Central Office and RTOCs. A report of the Feedback is
	prepared to document action plan and monitor actions taken.
How to file a complaint	Accomplish the Client Complaint Form and drop it at the
·	designated drop box located at the entrance of the NMIS Central
	Office and the respective drop box of each Regional Technical
	Operations Centers (RTOCs) located at their entrance.
	(
	You may also send your complaints at nmis@nmis.gov.ph
	Or mail us at:
	NATIONAL MEAT INSPECTION SERVICE
	No.4 Visayas Avenue, Brgy. Vasra, Quezon City
How complaints are	Complaint/s received, whether verbal or written shall be
processed	forwarded to the concerned head of Office (NMIS
, ·	Central/RTOCs) who shall act on the complaint and provide
	feedback to the client on the action taken.
Contact Information	NATIONAL MEAT INSPECTION SERVICE (NMIS)
	(02) 8-924-7980
	nmis@nmis.gov.ph
	- Innie Ommergeviph
	ANTI-RED TAPE AUTHORITY (ARTA)
	(02) 8-478-5093
	complaints@arta.gov.ph
	Sandard Containing Con
	PRESIDENTIAL COMPLAINTS CENTER (PCC) 8888
	pcc@malacanang.gov.ph
	CONTACT CENTER NG BAYAN (CCB)
	0908-887-6565
	email@contactcenterngbayan.gov.ph



LIST OF OFFICES

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OFFICE	OFFICE ADDRESS	CONTACT INFORMATION
Office of the Executive Director	1/F, No. 4 Visayas Avenue Brgy Vasra Quezon City	(02) 8924- 7980 local 102/ 103 oed@nmis.gov.ph
(OED)	g, as a set of	3. 7
Office of the Deputy	2/F, No. 4 Visayas Avenue	(02) 8924- 7980 local 200/201
Executive Director (ODED)	Brgy Vasra Quezon City	oded@nmis.gov.ph
REGIONAL TECHNICAL	OPERATION CENTERS	
Regional Technical	Brgy. Anonas West,	(075) 514-2152/522-4553
Operation Center (RTOC) I	Urdaneta City Pangasinan	rtoc1@nmis.gov.ph
Regional Technical	Regional Center, Carig	(078) 304-1323
Operation Center	Tuguegarao City, Cagayan	Telefax: (078) 304-1323
(RTOC) II Regional Technical	Diosdado Macapagal	rtoc2@nmis.gov.ph Telefax: (045) 455-4532
Operation Center	Government Center, Brgy.	Cp # 0933-826-3760
(RTOC) III	Maimpis,	rtoc3@nmis.gov.ph
	San Fernando, Pampanga	
Regional Technical	Ayala Highway, Brgy.	Telefax: (043) 773-3974
Operation Center (RTOC) IV-A	Balintawak, Lipa City Batangas	<u>rtoc4a@nmis.gov.ph</u>
Regional Technical	3/F, MITDC Bldg. No. 4	(02) 8924-7980 local 303 to 305
Operation Center (RTOC) IV-B	Visayas Avenue Brgy Vasra Quezon City	rtoc4b@nmis.gov.ph
Regional Technical	Zone 9 (Beside TESDA)	Telefax: (054) 477-0499
Operation Center V (RTOC V)	San Jose, Pili Camarines Sur	rtoc5@nmis.gov.ph
Regional Technical	BAI Compound, Doña	(033) 337-0956
Operation Center	Pepita Aquino Avenue, Fort	Telefax: (033) 337-0956/509-
(RTOC) VI	San Pedro 5000 Iloilo City	8549 /
Regional Technical	NMIS DA Regional Field	rtoc6@nmis.gov.ph (032) 236-8296/328-0935
Operation Center	Office-7 Complex Highway,	Telefax: (032) 236-8296
(RTOC) VII	Maguikay Mandaue City	rtoc7@nmis.gov.ph
Regional Technical	Government Center,	Telefax: (053) 888-2309
Operation Center (RTOC) VIII	Pawing, Palo Leyte 6501	rtoc8@nmis.gov.ph
Regional Technical	Corazon C. Aquino Regional	Telefax: (062) 925-1080
Operation Center	Government Center,	rtoc9@nmis.gov.ph
(RTOC) IX	Balintawak,	

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	Pagadian City	1070
Regional Technical	Zone VIII, Poblacion, El	Telefax: (088) 579-1168
Operation Center	Salvador City, Misamis	rtoc10@nmis.gov.ph
(RTOC) X	Oriental	
Regional Technical	Father Selga Street 8000	Telefax: (082) 224-2737
Operation Center	Davao City	rtoc11@nmis.gov.ph
(RTOC) XI	,	
Regional Technical	Regional Government	Telefax: (083) 228-3662
Operation Center	Center 12, Carpenter Hill,	rtoc12@nmis.gov.ph
(RTOC) XII	Koronadal City	
Regional Technical	City Slaughterhouse	Telefax: (085) 816-0078
Operation Center	Compound Obrero Butuan	rtoccaraga@nmis.gov.ph
(RTOC) CARAGA	City	
Regional Technical	Baguio Dairy Farm	(074) 424-6682
Operation Center	Compound, Marcos	Telefax: (074) 444-9848
(RTOC) CAR	Highway Baguio City	rtoccar@nmis.gov.ph
Regional Technical	3/F, MITDC Bldg. No. 4	(02) 8924-7980
Operation Center	Visayas Avenue Brgy Vasra	local 301-302
(RTOC) NCR	Quezon City	rtocncr@nmis.gov.ph
DIVISION		
Administrative	2/F, MITDC Bldg.	(02) 8924- 7980 local 220/221
Management Division	No. 4 Visayas Avenue Brgy	` admin@nmis.gov.ph
(AD)	Vasra Quezon City	
Finance Division	2/F, MITDC Bldg.	(02) 8924- 7980 local 211/212
(FD)	No. 4 Visayas Avenue Brgy	accounting@nmis.gov.ph
	Vasra Quezon City	
Planning and	2/F, MITDC Bldg.	(02) 8924- 7980 local 208 to 210
Information	No. 4 Visayas Avenue Brgy	pimd@nmis.gov.ph
Management Division	Vasra Quezon City	
(PIMD)		
Plant Operation	1/F, MITDC Bldg.	(02) 8924- 7980 local 112 to 114
Standard and	No. 4 Visayas Avenue Brgy	posmd@nmis.gov.ph
Monitoring Division	Vasra Quezon City	
(POSMD)		
Meat Standards and	2/F, MITDC Bldg.	(02) 8924-7980 local 203/204
Development Consumer	No. 4 Visayas Avenue Brgy	msdcpd@nmis.gov.ph
Protection Division	Vasra Quezon City	
(MSDCPD)	4/5 MITO 0 D. I	(00) 0004 7000 100/11/1/
Meat Import Export	1/F, MITDC Bldg.	(02) 8924- 7980 109/111/115
Division (MIED)	No. 4 Visayas Avenue Brgy	mied@nmis.gov.ph
A Pro ri	Vasra Quezon City	(00) 0004 70001 1404 (100
Accreditation and	1/F, MITDC Bldg.	(02) 8924- 7980 local 121 to 123
Registration Division	No. 4 Visayas Avenue Brgy	ard@nmis.gov.ph
(ARD)	Vasra Quezon City	msqa@nmis.gov.ph

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Laboratory Division (LD)	Central Meat Laboratory	(02) 8924- 7980 local 500 to 503
	Bldg. No. 4 Visayas Avenue	labco@nmis.gov.ph
	Brgy Vasra Quezon City	
SECTION/UNIT		
OED-Special Concern	3/F, MITDC Bldg.	(02) 8924-7980 local 307
·	No. 4 Visayas Avenue Brgy	qms@nmis.gov.ph
	Vasra Quezon City	
Supervising	2/F, MITDC Bldg.	(02) 8924- 7980 local 206/207
Administrative Office	No. 4 Visayas Avenue Brgy	sao@nmis.gov.ph
(SAO)	Vasra Quezon City	
PIMD-Information	2/F, MITDC Bldg.	(02) 8924-7980 local 217/218
Communication	No. 4 Visayas Avenue Brgy	ict@nmis.gov.ph
Technology (ICT)	Vasra Quezon City	-
Engineering Unit	1/F, MITDC Bldg.	(02) 8924-7980 local 118-120
	No. 4 Visayas Avenue Brgy	engineering@nmis.gov.ph
	Vasra Quezon City	
AD- Human Resource	2/F, MITDC Bldg.	(02) 8924- 7980 local 206/207
Management Unit	No. 4 Visayas Avenue Brgy	hrm@nmis.gov.ph
(HRMU)	Vasra Quezon City	
AD-Human Resource	2/F, MITDC Bldg.	02) 8924-7980 local 229
Development Unit	No. 4 Visayas Avenue Brgy	hrd@nmis.gov.ph
(HRDU)	Vasra Quezon City	
AD- Casher Unit	1/F, MITDC Bldg.	(02) 8924-7980 local 110/116 to
	No. 4 Visayas Avenue Brgy	117
	Vasra Quezon City	cashier@nmis.gov.ph
FD-Budget Unit	2/F, MITDC Bldg.	(02) 8924-7980 local 231
	No. 4 Visayas Avenue Brgy	budget@nmis.gov.ph
	Vasra Quezon City	
AD-Facility	3/F, MITDC Bldg.	(02) 8924-7980 local 307
Management Office	No. 4 Visayas Avenue Brgy	nmis.fmo@gmail.com
	Vasra Quezon City	
AD-Records Unit	1/F, MITDC Bldg.	(02) 8924-7980 local 105/106
	No. 4 Visayas Avenue Brgy	records@nmis.gov.ph
	Vasra Quezon City	
AD-Property Unit	1/F, MITDC Bldg.	(02) 8924-7980 local 107/108
	No. 4 Visayas Avenue Brgy	property@nmis.gov.ph
	Vasra Quezon City	
Bids and Awards	2/F, MITDC Bldg.	(02) 8924-7980 local 227/228
Committee (BAC)	No. 4 Visayas Avenue Brgy	bac@nmis.gov.ph
	Vasra Quezon City	

ANNEX A. LIST OF ACCEPTABLE GOVERNMENT-ISSUED IDENTIFICATION CARDS (IDS) DOCUMENTS

- √ e-Card / UMID
- ✓ Employee's ID / Office Id
- ✓ Driver's License*
- ✓ Professional Regulation Commission (PRC) ID *
- ✓ Passport *
- ✓ Senior Citizen ID
- ✓ SSS ID
- ✓ COMELEC / Voter's ID / COMELEC Registration Form
- ✓ Philippine Identification (PhilID / ePhilID)
- ✓ NBI Clearance *
- ✓ Integrated Bar of the Philippines (IBP) ID
- √ Firearms License *
- √ AFPSLAI ID *
- ✓ PVAO ID
- ✓ AFP Beneficiary ID
- ✓ BIR (TIN)
- √ Pag-ibig ID
- ✓ Person's With Disability (PWD) ID
- ✓ Solo Parent ID
- ✓ Pantawid Pamilya Pilipino Program (4Ps) ID *
- √ Barangay ID *
- ✓ Philippine Postal ID *
- ✓ Phil-health ID
- ✓ School ID **
- ✓ Other valid government-issued IDs or

Documents with picture and signature

- * Within its validity period
- ** Private / government school