




CITIZEN'S CHARTER


NATIONAL MEAT INSPECTION SERVICE
2015

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The National Meat Inspection Service is a government regulatory agency created by law to implement policies, programs, guidelines, rules and regulations pertaining to meat inspection and meat hygiene in order to ensure safe meat from farm to table.



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.

VISION STATEMENT

The NMIS is a dynamic regulatory agency with competent and dedicated human resource committed to sustain excellent meat inspection service that is responsive to consumer's welfare and to a globally competitive meat industry.

MISSION STATEMENT

We shall protect the meat consuming public through efficient and effective meat inspection service by adopting and implementing relevant technologies to assure food safety.

We shall support the development of livestock, poultry and meat industry to ensure adequate supply of safe and quality meat.

We shall continuously develop the capability of our human resources by engaging in competency building activities and providing opportunity for career growth

VALUES STATEMENT

We the employees of the National Meat Inspection Service commit ourselves to ethical and professional standard in providing excellent meat inspection service to our valued local and international stake holders.

We work as a team of law abiding and hardworking public servants with utmost integrity, transparency and competence placing public good above individual gains and promoting clients' best interest.

NMIS FUNCTIONAL DIVISIONS

Accreditation and Registration

Responsible in evaluating and classifying meat establishments, meat distribution centers and meat shops in consonance with the standards set by law. Provides technical assistance on the construction of in-house infrastructure and meat establishments.

Plant Operation and Inspection Service

Responsible for the inspection and certification for the safety of meat for human consumption. Implements a Meat Safety and Quality Assurance Program in all accredited meat establishments.

Meat Import Inspection and Export Assistance Service

Responsible in evaluating the eligibility of foreign meat establishments intending to export to the Philippines. Conducts inspection of imported meat at meat warehouses (cold or dry storage).

Laboratory Services

Performs analytical procedures to detect biological, physical, and chemical contaminants in meat and meat products.

Meat Standard Development and Consumer Protection

Undertakes the formulation of meat safety standards for the production of safe meat in LGU-owned meat establishments. Undertakes activities related to consumer education and information. Enforces regulations against hot meat

ACCREDITATION AND REGISTRATION DIVISION

Provides services on granting accreditation to meat establishments, facilities, meat transport vehicles, meat establishment fabricators and contractors to ascertain their compliance to national standard.

Description of the Service:

ISSUANCE OF CERTIFICATE OF ACCREDITATION/LICENSE TO OPERATE (LTO) FOR MEAT ESTABLISHMENTS (NEW)

Republic Act 9296 otherwise known as Meat Inspection Code of the Philippines as amended by RA 10536 provided for the regulation and accreditation of meat establishments in the country to ensure compliance to national standards on hygiene and sanitation.

Who may avail of the Service : Meat Establishment Operators or Owners

Requirements:

1. Notarized duly accomplished Application Form (two copies)
2. Certified true copy of Business Permit from the Local Government
3. Certified true of copy of Sanitary Permit from the Local Government
4. Certified true of copy of Certificate of Water Potability from Department of Health's recognized laboratory
5. Certified true of copy of SanguniangBayan/Lungsod resolution to operate slaughterhouse,if operated by private sector
6. Certified True Copy of Tax Identification Number from Bureau of Internal Revenue
7. Location map of the meat establishment
8. Photographs of plant showing major areas of themeat establishment
9. Photographs of plant showing major areas of operation and equipment
10. Floor plan/schematic diagram of the meat establishment including traffic flow for:
 - personnel
 - product
 - condemned material

Note: Company representative is required to present a Special Power of Attorney allowing them to transact in behalf of the company.

Schedule of Availability of Service: Monday to Friday except holidays: 8:00am to 5:00p.m. without noon break.

***Fees:**Annual Accreditation fee

Class A: Php 500.00

Class AA: Php1,300.00

Class AAA: Php 1,800.00

Mailing Fee: Current rates shall apply

Maximum Duration of Process :Ten(10)working days. The duration of process may be extended if an unforeseen event happens beyond the control of NMIS.

Steps: Application for Accreditation/LTO for meat establishment (New)

No.	Client Step	Agency Step	Office/ Responsible Person	Location of Office
1	Submits notarized and duly accomplished Application Form with completed documentary requirements	Receives Notarized and duly accomplished application with complete requirements.	Client and RTOC- Accreditation Registration Section (ARS)	Regional Technical Operating Center (RTOC)
2	Pays accreditation fee and mailing fee (if applicable).	Receives payment of accreditation fee and mailing fee (if	Client and Special Collecting	RTOC

	Receives official receipt	applicable). IssuesOR.	Officer (SCO)	
3	Receives duplicate copy of application form and the claim stub portion.	Gives the claim stub portion from the Application Form.	ARS	RTOC

Application Forms and Affidavit of Undertaking can be downloaded at www.nmis.gov.ph and available at all central and Regional Public Assistance Desks.

Preparation for the on-site Evaluation

The meat establishment shall be informed of the confirmation of the schedule of evaluation as indicated in the application form. If there is a conflict of schedule, available dates of the evaluation team will be provided for the confirmation of the meat establishment.

Actual On- site Evaluation

No.	Client Step	Agency Step	Office/ Responsible Person	Location of Office
1	Allows the conduct of evaluation of the meat establishment	Conductson -site evaluation of the meat establishment	Client and RTOC-ARS and Accreditation and Registration Division (ARD) staff	RTOC and meat establishment
2	If failed , re-applies for evaluation, then back to step 1	If passed the evaluation, endorsescomplete documents to Central Office (CO).	Client and RTOC-ARS	RTOC

3		Receives the endorsed complete documents and issue tracking slip	Records Section-Central Office	CO
4		Receives and endorses documents to ARD	Office of Executive Director (OED)	CO
5		Evaluates completeness of documents	ARD head	CO
6		Undertakes final review of results and prepares Certificate of Conditional Accreditation/LTO	ARD head	CO
7		Signs and approves one time Certificate of Conditional Accreditation/LTO. Validity of Certificate of Conditional Accreditation/LTO is up to six months only.	OED	CO
8		Notifies the RTOC of the approval by sending through e-mail a scanned copy of the approved Certificate of Conditional Accreditation/LTO	ARD	CO
9	Receives Certificate of Conditional Accreditation/LTO either through	Releases Certificate of Conditional Accreditation/LTO	Client/Records Section	CO

	courier or by pick up**.			
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End of Transaction

* Fees shall be subject to change upon issuance of new Guidelines on Schedule of Fees.

** Representative must bring a Certificate of Authorization signed by the applicant and present a company identification card.

ISSUANCE OF CERTIFICATE OF ACCREDITATION/LICENSE TO OPERATE (LTO) FOR MEAT ESTABLISHMENTS (RENEWAL)

Description of the Service

Accredited meat establishments are required to renew their certification on a yearly basis as prescribed by RA 9296 as amended by RA 10536.

Who May Avail of the Service: Owners and operators of accredited and conditionally accredited meat establishments

Requirements:

1. Notarized Accomplished Application Form (two copies)
2. Current or valid copy of Business Permit from the Local Government Unit
3. Current or valid of copy of Sanitary Permit from the Local Government Unit
4. Current or valid of Certificate of Water Potability from the Department of Health’s recognized laboratory
5. Certified true of copy of Sanguniang Bayan/Lungsod resolution to operate slaughterhouse if operated by a private sector.
6. Valid copy of Tax Identification Number from Bureau of Internal Revenue
7. Picture of plant showing major areas of the slaughterhouse
8. Picture of plant showing major areas of operation and equipment
9. Floor plan/schematic diagram of the meat establishment including traffic flow for:
 - a. personnel

- b. product
 - c. condemned material
10. GMP/SSOP documents
11. Compliance to other regulatory requirements by other government agencies

Notes:

- A. Company representatives are required to present Special Power of Attorney allowing them to transact in behalf of the company.

- B. If a meat establishment has ceased to operate or is planning to close down, a notarized affidavit stating the reason for the closure and the intention not to renew the accreditation/LTO shall be submitted to the concerned Regional Technical Operations Center at least one month before the expiration date.

Schedule of Availability of Service: Monday to Friday except holidays : 8:00am to 5:00pm without noon break.

***Fees:** Annual accreditation fee

Class A: Php 500.00

ClassAA: Php 1300.00

Class AAA: Php 1,800.00

Penalty Fee for Expired Accreditation: 25% of the accreditation fee per month or a fraction thereof until renewed.

Mailing Fee: Current rates shall apply

Maximum Duration of Process:Ten (10) working days.The duration of process may be extended if an unforeseen event happens beyond the control of NMIS.

Steps: Accreditation/LTO for meat establishment (Renewal)

No.	Client Step	Agency Step	Office/Responsible Person	Location of Office
1	Submits duly accomplished notarized Application Form with complete documentary requirements	Receives duly accomplished notarized Application Form with complete documentary requirements	Client and Accreditation Registration Section (ARS)	Regional Technical Operating Center (RTOC)
2	Pays the accreditation fee and mailing fee (if applicable) Receives official receipt.	Receives payment for accreditation fee and mailing fee (if applicable). Issues official receipt.	Client and Special Collecting Officer (SCO)	RTOC
3		Endorses complete documents to the Central Office (CO)	ARS	RTOC
4		Receives the endorsed complete documents, issues tracking slip and forwards the same to the Office of the Executive Director (OED)	Records Section- CO	CO

5		Receives and endorses documents to Accreditation and Registration Division (ARD)	OED	
6		Evaluates documents	ARDhead	CO
7		Identifies Meat Safety and Quality (MSQA) auditors to conduct audit	MSQA section head	CO
8		Conduct on-site GMP audit	Assigned auditors	CO
9	If failed the audit, re-applies for evaluation, then back to step 1	Endorses complete documents to CO if the meat establishment passed the audit. Advises meat establishment to re-apply for evaluation if failed the audit.	Client and ARS	RTOC
10		Reviews final results and prepares and submits to OED the Certificate of Accreditation/ LTO indicating GMP	ARD head	CO

		compliance.		
11		Signs and approves the Certificate of Accreditation/LTO.	OED	CO
12		Notifies the RTOC of the approval by sending through e-mail a scanned copy of the approved Certificate of Accreditation/LTO	ARD	CO
12	Receives Certificate of Accreditation/LTO either through courier or by pick up**	Releases Certificate of Accreditation/LTO	Client/Records Section	CO

End of transaction

* Fees shall be subject to change upon issuance of new Guidelines on Schedule of Fees.

** Representative must bring a Certificate of Authorization signed by the applicant and must present a company identification card.

ISSUANCE OF CERTIFICATE OF ACCREDITATION/LICENSE TO OPERATE (LTO) FOR MEAT ESTABLISHMENTS (UPGRADING)

Description of the Service

Republic Act 9296 otherwise known as Meat Inspection Code of the Philippines as amended by RA 10536 provided for the regulation and accreditation of meat establishments in the country to ensure compliance to national standards on hygiene and sanitation.

Who may avail of the Service :Accredited Meat Establishment Operators or Owners

Requirements:

1. Accomplished Application Form (two copies)
2. Valid copy of Business Permit from the Local Government Unit
3. Valid copy of copy of Sanitary Permit from the Local Government Unit
4. Certified True Copy of Tax Identification Number from Bureau of Internal Revenue
5. Certified true of copy of Certificate of Water Potability from the Department of Health's recognized laboratory.
6. Certified true of copy of SanguniangBayan/Lungsod resolution to operate meat establishmentif operated by a private sector
7. Picture of plant showing major areas of operate meat establishment
8. Picture of plant showing major areas of operation and equipment
9. Floor plan design of plant
10. Compliance to other regulatory requirements by other government agencies

Note: Company representatives are required to present Special Power of Attorney allowing them to transact in behalf of the company.

Schedule of Availability of Service: Monday to Friday: 8:00am-5:00p.m. without noon break.

***Fees:** Annual accreditation fee :

Class A: Php 500.00

Class AA: Php1,300.00

Class AAA: Php1800.00

Penalty Fee for Expired Accreditation: 25% of the accreditation fee per month until renewed.

Mailing Fee: Current rates shall apply

Maximum Duration of Process : Ten (10) working days. The duration of the process may be extended if an unforeseen event happens beyond the control of NMIS.

Steps: Accreditation/LTO for meat establishment(Upgrading)

No.	Client Step	Agency Step	Office/ Responsible Person	Location of Office
1	Submits duly accomplished notarized Application Form with complete documentary requirements	Receives duly accomplished notarized Application Form with complete documentary requirements	Client and Accreditation Registration Section (ARS)	Regional Technical Operating Center (RTOC)
2	Pays the accreditation fee and mailing fee (if applicable). Receives official receipt	Receives payment for accreditation fee and mailing fee (if applicable). Issues OR	Client and Special Collecting Officer (SCO)	RTOC
3		Endorses complete documents to the	ARS	RTOC

		Central Office (CO) together with a photocopy of OR		
4		Receives the endorsed complete documents and issues tracking slip to Office of the Executive Director (OED)	Records Section, CO	CO
3		Receives and endorses documents to Accreditation and Registration Division (ARD)	OED	
4		Evaluates completeness of documents	ARD head	CO
5		Identifies Meat Safety and Quality Assurance (MSQA) auditors	MSQA section head	CO
6		Conducts on-site GMP and or HACCP audit	Assigned auditors and ARS head	CO
7		Prepares the certificate if GMP and or HACCP certification is found to be still current or valid.	ARS	RTOC
8	If failed the audit, applies for close-out	Endorses complete documents to CO if	Client and ARS/ Assigned	RTOC

	audit.	meat establishment passed the audit. If meat establishment failed the audit, conducts close out audit after corrective actions or non-conformances.	auditors	
9		Undertakes final review of results and prepares and submits to OED Certificate of Accreditation/ LTO and GMP compliance for approval	ARD head	CO
10		Signs and approves Certificate of Accreditation/LTO.	OED	CO
		Notifies the RTOC of the approval by sending through e-mail a scanned copy of the approved Certificate of Accreditation/LTO	ARD	CO
11	Receives Certificate of Accreditation/LTO either through courier or by pick up**.	Releases Certificate of Accreditation/LTO	Client/Records Section	CO

End of transaction

* Fees shall be subject to change upon issuance of new Guidelines on Schedule of Fees.

** Representative must bring a Certificate of Authorization signed by the applicant and present a company identification card.

ISSUANCE OF CERTIFICATE OF ACCREDITATION/LICENSE TO OPERATE (LTO)FOR MEAT TRANSPORT VEHICLE (MTV)

Description of the Service

Republic Act 9296 otherwise known as Meat Inspection Code of the Philippines as amended by RA 10536 provided for the regulation on issuance of sticker in the country to ensure compliance to national standards on hygiene and sanitation.

Who may avail of the service: accredited meat establishment owners and operators, meat dealers

Requirements:

1. A duly accomplished notarized Application Form shall be submitted to the RTOC
2. The Plant Officer (Veterinary/Meat Inspector) shall conduct the ocular inspection of the MTV at the Meat Establishment and make the necessary evaluation report and recommendation whether or not the transport vehicle can be used to transport meat and meat products.
3. The following attachments shall be submitted to National Meat Inspection Service- Regional Technical Operations Center (NMIS_RTOC)
 - a. Certified true of copy Updated Vehicle LTO Registration Official Receipt
 - b. Certified true of copy Vehicle LTO Certificate Registration
 - c. Certified true of copy Updated Driver's License
 - d. Original copy of accomplished Application Form
 - e. Recent photo of the Vehicle showing the license plate:
 - Front view
 - Side view, left and right side
 - Back view with door closed

- Inside view
- 4. Meat Handlers' Health Certificate (driver and or handler)
- 5. Certificate of Attendance on Seminar on GHP for Meat Handlers from NMIS-RTOC

Note: Company representatives are required to present a Special Power of Attorney allowing them to transact in behalf of the company.

Availability of the service: Monday to Friday except holidays , 8am to 5pm without noon breaks

***Fee :**New:Php 300.00

Renewal: Php 300.00

Penalty (*if applicable*): 25% of base rate per month

Maximum Duration of Process: Five (5) working days. The duration of the process may be extended if an unforeseen event happens beyond the control of NMIS.

Steps: Accreditation/LTOfor Meat Transport Vehicle

No.	Client Step	Agency Step	Office/Responsible Person	Location of Office
1	Submitsduly accomplished Application Form with complete documentary requirements	Receives accomplished Application Form with complete documentary requirements	Client and Accreditation Registration Section (ARS)	Regional Technical Operating Center (RTOC)
2	Pays for the accreditation fee & receives Official Receipt	Receives payment of accreditation fee.	Client and Special Collecting	RTOC

	(OR)	IssuesOR	Officer (SCO)	
3		Inspects MTV	ARS	RTOC
4		Prepares Certificate of Accreditation/LTO and Sticker	ARS	RTOC
5		ApprovesCertificate of Accreditation/LTO and Sticker	Regional Technical Director (RTD)	RTOC
6	Receives Certificate of Accreditation/LTO and Sticker	Releases Certificate of Accreditation/LTO and Sticker	Client/Records Section	RTOC

End of transaction

* Fees shall be subject to change upon issuance of new Guidelines on Schedule of Fees.

ISSUANCE OF CERTIFICATE ON GOOD MANUFACTURING PRACTICES (GMP), GOOD OPERATING PRACTICES (GOP) AND HAZARD ANALYSIS CRITICAL CONTROL POINTS (HACCP) TO NMIS ACCREDITED MEAT ESTABLISHMENTS

Description of the service

Republic Act 9296 otherwise known as the Meat Inspection Code of the Philippines as amended by Republic Act 10536 provided for the regulation and certification of NMIS accredited meat establishments in the country to ensure compliance to sanitation, product quality and safety standards.

Good Manufacturing Practices (GMP) and Sanitation Standard Operating Procedures (SSOP) are the primary programs that have to be practiced in all accredited meat establishments and are pre-requisites for full accreditation of the meat establishment and in Hazard Analysis Critical Control Points (HACCP) Program certification.

The GMP certificate is a written evidence of meat establishment's compliance to the program in relation to the whole process of food production as prescribed by DA Administrative Order No. 21 series of 2004. The establishment will be subjected to an on-site audit based on the Eight (8) key areas of SSOP.

Who may avail of the Service: NMIS Accredited Meat Establishment Operators/Managers

Requirements:

- Notarized accomplished Application Form (two copies)
- Documentation packet: GMP/GOP/SSOP/HACCP Company Manual
- Certified True Copy of Valid NMIS Certificate of Accreditation

Schedule of Availability of Service: Monday to Friday, except holidays: 8:00am to 5:00pm without noon break (as per request schedule).

***Fees:** Audit certification fee:

Php 2, 000.00 (Two Thousand Pesos) for GMP Certification

Php 5, 000.00 (Five Thousand Pesos) per product certification and site specific on HACCP

Mailing fee: Current rate shall apply.

Maximum duration of process: Ten (10) working days. The duration of process may be extended if an unforeseen event happens beyond the control of NMIS.

Steps: Issuance of GMP/HACCP Certificate

No.	Client Step	Agency Action	Office /Person Responsible	Location of Office
1.	Submits duly accomplished and notarized Application Form and letter of intent together with GMP/HACCP Packet	Receives duly accomplished and notarized Application Form and letter of intent together with GMP/HACCP Packet.	Meat Safety and Quality Assurance Unit (MSQAU) Focal Person	RTOC
2.	Pays processing fee and mailing fee (if applicable). Receives Official Receipt	Accepts payment. Issues Official	SCO (Special Collecting Officer)	RTOC
3.		Endorses the complete documents to Central Office (CO)	MSQAU Staff	RTOC
4		Performs final review of the documents	ARD-MSQAU Staff	CO
5		Prepares for the on-site audit (Notify meat	ARD-MSQAU Staff	CO

		establishment /client with the schedule of audit)		
6		Conducts actual on- site audit (provides meat establishment with a duly accomplished corrective action request (CAR) form & the GMP/HACCP summary audit report)	ARD- MSQA Auditors assigned	Location of Meat Establishment
7		If the client passed the audit, recommends for approval of certification	ARD-MSQA Auditors assigned	RTOC
8	Letter of intent for close out audit schedule	In case of failed evaluation, schedules for close out audit. Acknowledges request for schedule and repeat steps 5 to 7	MSQAU Focal Person	RTOC
9		Prepares Certificate and submits to OED for approval	ARD-MSQAU	CO
10		Approves Certificate	OED	CO
11		Notifies the RTOC of the approval by sending through e-mail a scanned copy of the approved GMP/HACCP Certificate	ARD-MSQAU	CO
12	Receives	Releases GMP/HACCP	Client/Records	CO

	GMP/HACCP Certificate either through courier or by pick up**	Certificate	Section	
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End of Transaction

*Fees are subject to change upon issuance of new Regulations on Schedule of Fees

** Representative must bring a Certificate of Authorization signed by the applicant and present a company identification card.

Provides services on the accreditation of importers and exporters of meat and meat products, inspection of imported and for export meat and meat products, and provide technical assistance to meat importers and exporters.

ISSUANCE OF CERTIFICATE OF ACCREDITATION FOR MEAT IMPORTERS

Description of the service

The Department of Agriculture Administrative Order (DA-AO) No. 26, Series of 2005 and its supplemental guidelines DA-AO 09, Series of 2013 provides for the accreditation of meat importers. The accreditation aims to authorize applicant companies intending to import meat and meat products from DA Accredited Foreign Meat Establishments (FME).

Who may avail of the service:Meat importers

Requirements:

Meat Importer trader or Meat importer processor (except processed/canned meat product)

1. Letter of Intent addressed to the NMIS Executive Director through the Regional Technical Director (RTD)
2. Notarized Accomplished Application Form with attached 2x2 colored picture
3. Certified True Copy of Mayor's Permit, Sanitary Permit and Barangay Clearance
4. Certified True Copy Account Management Office (AMO) Certificate of Accreditation as Importer

For Single Proprietorship

1. Certified True Copy DTI Registration
2. Original Copy of Certificate of Capitalization (cash) from a reputable Bank of not less than Five Million Pesos (Php 5,000,000.00)

For Corporation/ Partnership/ Cooperative

1. Certified True Copy of Proof of SEC Registration
2. Original Copy of Certificate of Good Standing for the current year
3. Certified True Copy of latest General Information Sheet (GIS) and certified list of incumbent executive officers of good standing from the Securities and Exchange Commission (SEC) or Cooperative Development Authority (CDA) or other applicable registering agencies, whichever is applicable
4. Certified True Copy of amended articles of incorporation indicating the office address and with provisions on the corporation's paid up subscription/capital of not less than Five Million Pesos (Php 5,000,000.00)
5. Original copy of Treasurer's Affidavit certifying the receipt of payment for the subscriptions of the incorporators
6. Certified True Copy of TIN Certificate of Registration
7. Certified True Copy of audited Annual Financial Statement for the previous years. The following are exempted from this requirement:
 - Newly established business which is less than one year in its operation
 - Those granted tax incentive by the Bureau of Investment (BOI)
 - Other entities or bodies which are explicitly exempted under the law, agreement or other similar legal instruments
8. Certified True Copy of Notarized Lease of Contract or Proof of Ownership of Cold Storage
9. Certified True Copy Accreditation Certificate of all Cold Storage Warehouses (CSW) -public commercial and in-house CSWs
10. Original copy of Notarized Affidavit of Undertaking of conditions for accreditation

Additional Requirements:

A. For Meat Establishment (ME)

1. Certified True Copy of ME Accreditation Certificates
2. Certified True Copy Rated capacity of ME issued by the DA Inter-Agency Committee

3. CTC HACCP Certificates of Products utilizing Indian Buffalo Meat

B. For Meat Trader [per NMIS-MC No. 1-2007-4: January 18, 2007]

1. List of clients and address for the past year
2. Target clients and address for the current year
- C. Attendance to the Quarterly Meat Importers' Orientation on NMIS meat importation procedures and other relevant policies by the owner/manager/broker at the NMIS Office. The schedule will be announced to the concerned importer applicants and posted at the NMIS website (www.nmis.gov.ph). The NMIS will strictly implement the policy on "NO ORIENTATION, NO RELEASE OF ACCREDITATION CERTIFICATE". Those who have already attended the orientation need only to submit a certified true copy of their Certificate of Attendance.
- D. Notarized Affidavit of Undertaking of conditions for accreditation (original copy)

For Meat Importer Duty Free Locator/Institutional User/Shop

New Applicant shall submit the following requirements in addition to those listed in 1 to 13:

1. For Free Port and PEZA Locator/Enterprise

- List of foreign markets/end-users
- Certificate of Registration as importer/ exporter from BOC
- Certified True Copy of ME Certificate of Accreditation¹
- Certified True Copy of Rated Capacity of ME

2. For Bureau of Customs- Customs Bonded Warehouse (CBW)

- Certified True Copy ME Accreditation Certificate
- Certified True Copy Rated Capacity of ME
- Certified True Copy License/Permit to Operate a BOC- CBW

For Duty Free Institutional User/Shop (except processed/canned meat product)

- Certified True Copy Certificate of Registration and Tax Exemption from the concerned Duty Free Authority (CTC)
- Certified True Copy Certificate of Registration as importer/exporter from BOC

- Certified True Copy Meat Establishment Accreditation Certificate

Note: Company representatives are required to present a Special Power of Attorney allowing them to transact in behalf of the company.

Schedule of Availability of Service: Monday to Friday except holidays, 8:00 am to 5:00pm without noon break

***Fees:**Php 4,000.0

Maximum Duration of Process: Ten (10) working days. The duration of the process may be extended if an unforeseen event happens beyond the control of NMIS.

Mailing fee: Current rate shall apply

How to Avail of the Service:

No.	Client Step	Agency Action	Office/Person Responsible	Location of Office
1	Submits duly accomplished notarized application form and complete documentary requirements	Receive duly accomplished notarized application form and complete documentary requirements	Meat Import and Export Section (MIES) Head	Regional Technical Operation Center
2	Pays of accreditation fee, and mailing fee if applicable. Receives official receipt	Receives payment for accreditation fee, and mailing fee (if applicable). Issues OR	Special Collecting Officer (SCO)	Regional Technical Operation Center

3		Conducts on-site verification	MIES and Meat Import and Export Division (MIED) Representative	Regional Technical Operation Center
4		Endorses application and documentary requirements to the Office of the Executive Director (OED) through MIED	MIES	Central Office (CO)
5		Undertakes final review and assessment of submitted requirements	MIED	CO
6		Endorses list of qualified applicants and document checklist to Accreditation and Registration Division (ARD)	MIED	CO
7		Prepares and submits Certificate of Accreditation to the OED for approval	ARD	CO
8		Approves the Certificate of Accreditation/Registration	OED	CO
9	Receives Certificate of certificate of	Releases Certificate	Client/Records	CO

	Accreditation/LTO either through courier or by pick up**	of Accreditation/LTO	Section	
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End of transaction

*Fees are subject to change upon issuance of new “Regulations on Schedule of Fees”

** Representative must bring a Certificate of Authorization signed by the applicant and present a company identification card.

INSPECTION OF IMPORTED MEAT UPON ARRIVAL AT DEPARTMENT OF AGRICULTURE ACCREDITED COLD STORAGE WAREHOUSE (DA CSW)

Description of the Service

The Meat Inspection Code of the Philippines states that the NMIS shall conduct examination of imported meat after the products are approved for release by the National Veterinary Quarantine Service (NVQS) at the ports of entry.

Who may avail: Importers of meat

Requirements:

1. Printed copy of the Electronic Request for Inspection (eRFI) (including Sanitary and Phytosanitary (SPS) Permit/ Import Permit)
2. Intact Bureau of Animal Industry (BAI) seal of the container upon arrival
3. Online Electronic Veterinary Quarantine Meat Inspection and Laboratory Certificate (e-VQMILC) from Port of Entry (NVQS)

Schedule of Availability of Service: Monday to Friday except holidays, 8:00 am to 5:00 pm without noon breaks

Fees:

For services rendered during extended hours (beyond eight hours duty), NMIS shall charge Php 2,000.00 per container van. The services shall include full inspection and collection of sample for laboratory analysis.

Maximum Duration of Process:Four (4) hours per container van

Mailing fee: None

Steps: Inspection of imported meat and meat products upon arrival at DA-CSW

No.	Client Step	Agency Action	Office/Person Responsible	Location of Office
1	Requests for inspection of arriving imported meat at DA CSW from port (air or sea)	Receives e-VQMILC and assessment of import documents. Containers with incomplete documents are placed under hold.	Client and National Meat Inspection Service Plant Officer	Cold Storage Warehouse
2		Breaks the seal and conducts full inspection of imported meat and collection of sample for laboratory analysis. Meat that pass inspection are certified through completed VQMILC and allowed to be utilized and stored. Meat found to be unfit are disposed properly.	National Meat Inspection Service Plant Officer	Cold Storage Warehouse

End of transaction

ISSUANCE OF CERTIFICATE OF MEAT INSPECTION (COMI)

Description of the service

The Meat Inspection Code of the Philippines states that the NMIS shall conduct examination and inspection of all meat and meat products prepared for commerce.

Clients: Importers of meat

Requirements:

1. Printed copy of Electronic Veterinary Quarantine Meat Inspection and Laboratory Certificate (e-VQMILC)

Schedule of Availability of Service: Monday to Friday except holidays, 8:00 am-5:00 pm, without noon break no noon break

Fees:

For services rendered during extended hours (beyond eight hours duty), NMIS shall charge the amount of 100.00 per hour.

Maximum Duration of Process:One (1) working day per request or lot.

Mailing fee: None

Steps: Issuance of COMI

No.	Client Step	Agency Action	Office/Person Responsible	Location of Office
1	Requests for Certificate of Meat Inspection	Receives of request	Client and National Meat Inspection	Cold Storage Warehouse

	during withdrawal of meat stored in Cold Storage Warehouse		Service(NMIS) Plant Officer	
2		Conducts 100% inspection of meat during withdrawal	NMIS Plant Officer	Cold Storage Warehouse
3	Receives Certificate of Meat Inspection	Issues Certificate of Meat Inspection	Client and NMIS Plant Officer	Cold Storage Warehouse

End of transaction

PLANT OPERATION STANDARD AND MONITORING DIVISION

Provides services on the certification of meat for human consumption.

ISSUANCE OF MEAT INSPECTION CERTIFICATE (MIC)

Description of the service

This operational procedure covers the presentation and acceptance of live animal for slaughter up to issuance of MMPIC to the client (owners, dealers and traders).

The meat control officer (veterinarian/ meat inspector) assigned at the meat establishment shall issue a certificate of wholesomeness certifying as to condition of the food animal and the fitness of the meat for human consumption. (Amended R.A. 9296)

They shall ensure

that meat produced by meat establishments are fit for human consumption and prepared in accordance with Codex standards

Clients: Meat dealers and traders

Requirements:

For Slaughterhouse and Poultry Dressing Plants:

1. Veterinary health certificate issued by a licensed veterinarian
2. Transfer certificate issued by Municipal Agriculture Office for large animals
3. Certificate of ownership for large animals
4. Shipping permit, where applicable

Schedule of Availability of Service:

Schedule depends on the hour of operations of the meat establishment. Common schedule of operations are as follows:

8:00am-5:00 pm

6:00pm-2:00am

7:00am-4:00pm

7:00pm -4:00 am

6:00pm-6:00am

Fees:

1. DA Administrative Order No. 13 Series of 2000 and EO 137 provision on inspection fee
2. Payment for extended operation time (services beyond 8-hour operation) is PhP 100.00/hour
3. MIC cost: PhP 48.50 per pad of 100 sheets as of March 2015 or PhP 0.50 per sheet

Mailing fee: none

Maximum Duration of Process: 1 day

Steps: Issuance of Meat Inspection Certificate

No.	Client Step	Agency Action	Office/Person Responsible	Location of Office
1	Presents live animal for slaughter	Receives live animals requiring the following documents from the live animal owner/ trader: Ownership Certificate/Transfer Certificate and/or Shipping Permit and Veterinary Health certificate.	Client and Slaughterhouse/ Poultry Dressing Plant staff and Meat Plant Officer	Meat Establishment
2		<p>Performs ante-mortem inspection.</p> <ul style="list-style-type: none"> • Food animals found during Ante Mortem Inspection with abnormalities, in behavior, appearance or other clinical signs that might indicate a disease or defect requiring special handling or closer examination will be retained as suspect and require further inspection (Rule 17.6 of DA A C No. 1 Series of 2014). • Dead or dying animals and animals with disease condition will require outright condemnation • Record all pertinent details of the activity using the In-plant line Inspection system (NMIS- 	Client/Meat Plant Officer	Meat Establishment

No.	Client Step	Agency Action	Office/Person Responsible	Location of Office
		IPLIS) Form.		
3		Observes slaughtering procedures	Meat Plant Officer	Meat Establishment
4		<p>Performs post mortem inspection.</p> <ul style="list-style-type: none"> • Record all pertinent details of the activity using (NMIS- IPLIS) Form. • The carcasses and parts thereof of food animals shall be passed for human consumption without any restriction when the post mortem examinations have revealed no evidence of any significant abnormal conditions or disease and if slaughter operation has been implemented in accordance with hygienic requirements. • Carcass or parts thereof which are not fit for human consumption shall be condemned. 	Meat Plant Officer	Meat Establishment

No.	Client Step	Agency Action	Office/Person Responsible	Location of Office
5		Accomplishes and signs Meat Inspection Certificate (MIC) for carcasses fit for human consumption.	Meat Plant Officer	Meat Establishment
6	Signs and receives original copy of the MIC	Provides client with completely accomplished MIC. As a government accountable form, retain duplicate copy of MIC.	Client and Meat Plant Officer	Meat Establishment

End of transaction

ISSUANCE OF ACCREDITATION OF MEAT ESTABLISHMENT CONTRACTOR, SLAUGHTERHOUSE EQUIPMENT FABRICATOR AND SUPPLIER

In order to upgrade existing meat establishment into national standards, contracting firms who wish to participate in the bidding for the improvement of meat establishment shall undergo the process of accreditation. This operational procedure covers processing of application for Accreditation of Meat Establishment Contractor, Slaughterhouse Fabricator and Supplier.

Who may avail of the service: Meat establishment contractors, equipment fabricators and suppliers.

Requirements:

General requirements:

1. Notarized accomplished application form (2 copies)
2. Location map of the company
3. Certified True Copy of Securities and Exchange Commission/Department of Trade and Industry registration
4. Certified True Copy of Business Permit from the Local Government Units
5. Certified True Copy of Tax Identification Number from Bureau of Internal Revenue
6. Certified True Copy of Tax Clearance Certificate/Asset and liabilities with BIR stamp
7. Original copy of List of Projects completed
8. Original copy of list of equipment owned/leased, with pictures attached
9. Notarized undertaking that company is not blacklisted in joining government biddings
10. List of sustaining technical employees with valid licenses

Additional requirements for equipment suppliers:

1. Notarized contract/agreement to distribute with foreign principal and local suppliers
2. Notarized Undertaking accepting responsibility over safety and quality of equipment sourced from abroad
3. A copy of brochure of equipment

Additional requirement for contractors:

1. Certified True Copy of license from Philippine Contractors Accreditation Board

Note: Company representatives are required to present Special Power of Attorney allowing them to transact in behalf of the company.

Schedule of Availability of Service: Monday to Friday except holidays, 8:00am to 5:00pm without noon break

***Fees:**

- 1. Application Fee: Php 500.00
- 2. Processing Fee: Php 2,500.00
- 3. Accreditation Fee:
 - Class A: Php 500.00
 - Class AA: Php 1,000.00
 - Class AAA: Php 1,500.00

Mailing fee: Current rate shall apply

Maximum Duration of Process: Ten (10) working days. The duration of the process may be extended if an unforeseen event happens beyond the control of NMIS.

Steps: Application for Accreditation

No.	Client Step	Agency Action	Office/Person Responsible	Location of Office
1	Submits duly accomplished notarized	Receives duly accomplished notarized Application Form and	Client and Accreditation and	Regional Technical Operations

No.	Client Step	Agency Action	Office/Person Responsible	Location of Office
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No.	Client Step	Agency Action	Office/Person Responsible	Location of Office
	Application Form and complete documentary requirements	complete documentary requirements	Registration Section (ARS) Regional Counterpart	Center (RTOC)
2	Pays application fee, processing fee, and mailing fee(if applicable).Receives Official Receipt	Receives payment of application, processing and mailing fee. IssuesOR	Client and Special Collecting Officer (SCO)	RTOC
3		Endorsesdocuments to Central Office (CO)	ARS Regional Counterpart	RTOC

Application Forms can be downloaded at www.nmis.gov.ph and are available at all central and regional Public Assistance Desks

1	Open the facilities and equipment for inspection	Conducts on-site inspection/evaluation of meat establishment contractor and validates authenticity of documents	Client and Evaluation Team composed of Engineering and ARS-ROTC counterpart	Office of the meat establishment contractor
2	<p>Conforms or disagrees with the result of the initial evaluation by signing the evaluation report.</p> <p>If disagrees with initial evaluation, write a letter of reconsideration to the Executive Director (ED).</p>	<p>Presents the initial evaluation findings.</p> <p>If the client conforms with the initial evaluation, let client sign the evaluation findings.</p> <p>If the client disagrees with the initial evaluation, advises to write a letter of reconsideration to the Executive Director (ED).</p> <p>If the ED reconsiders, back to step 1. If the ED does not reconsider, end of transaction.</p>	Client and Head, Evaluation Team	Office of the meat establishment contractor
3	Acknowledges receipt of copy of the signed result of the evaluation	Provides the applicant with a copy of the evaluation result	Client and ARS	ROTC

4	Pays accreditation fee. Receives Official Receipt.	Receives payment and issues OR. Sends scanned or photocopy of OR to Engineering Section	Client, SCO and ARS	RTOC
5		Endorses evaluation result to Accreditation and Registration Division Head	ARS/member of Engineering team	RTOC
6		Undertakes final review of the result and forwards the reviewed evaluation result to Engineering Section	ARD head	CO
7		Prepares Certificate of Accreditation (COA) and submits- to ARD head for initials	Engineering Section	CO
8		Forwards initialed COA to ED for approval	ARD head	CO
9		Approves COA/Registration	ED	CO
10		Notifies the RTOC of the approval by sending through e-mail a scanned copy of the approved Certificate of Accreditation	Engineering Section	CO

11	Receives Certificate of Accreditation/LTO either through courier or by pick up**	Releases Certificate of Accreditation	Client,Records Section	CO
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Preparation for the On-site Evaluation

The meat establishment contractor shall be informed of the confirmation of the schedule of inspection as indicated in the application form. If there is a conflict of schedule, the meat establishment shall choose and confirm the date of evaluation from the dates provided by the ARS.

Steps: Issuance of Accreditation for Contractor, Fabricator and Suppliers

End of transaction

*Fees are subject to change upon issuance of new Guidelines on Schedule of Fees.

** Representative must bring the original Official Receipt, a Certificate of Authorization signed by the applicant and present a company identification card.

LABORATORY DIVISION

Performs analytical procedures in detecting biological, physical, and chemical contaminants in meat and meat products.

REQUEST FOR LABORATORY ANALYSIS

Who may avail of the Service: meat establishments, walk-in client/general public

Requirements:

For fresh meat, 250-500 grams of samples and properly labeled indicating the:

1. Name of client;
2. Source; and,
3. Sampling date

For canned goods, 6 cans per product. *(Reference : FDA Circular No. 2013-010 revised Guidelines for the Assessment of Microbiological Quality of Processed)*

NOTE: Multiple tests can be run on a single sample as long as it has a sufficient amount for testing (should be minimum of 250 grams).

Schedule of Availability of Service: Receiving of samples: Monday to Wednesday, except holidays; 8:00 am –3:00 pm, without noon breaks

***Fee:** Based on A.O 13, Series of 2000 (copy available at the NMIS website www.nmis.gov.ph and at central and regional Public Assistance Desk).

Releasing of results: Monday to Friday, except holidays; 8:00 am –5:00 pm, without noon breaks.

Steps: Request for Laboratory Analysis

No.	Client Step	Agency Step	Office/Person Responsible	Location of Office
1	Submits samples	Check the conformity of the guidelines as to temperature, labeling & packaging	Client and Laboratory Division (LD) Personnel	Central Office (CO) / Regional Technical Operations

No.	Client Step	Agency Step	Office/Person Responsible	Location of Office
				Center (RTOC)
	Accomplishes Laboratory Request Form (LRF)(list of analysis please see Laboratory Services)	Provides Laboratory Request Form	Client and LD /Laboratory Section (LS)	CO/RTOC
2	Submits LRF	Receives LRF, photocopies (3) and issues statement of account (SOA)	Client and LD /LS	CO/RTOC
2	Submits LRF	Receives LRF, photocopies (3) and issues statement of account (SOA)	Client and LD /LS	CO/RTOC
	Receives SOA and Pay laboratory fee	Issue Official Receipt		
	Presents OR to the LSD Administrative Officer. Receives Laboratory Result	Releases Laboratory Result and Stamp the receipt of the date of release of results	Client and LD Administrative Officer /LS	CO/RTOC

End of Transaction

LABORATORY SERVICES

Submitted samples shall be subjected to a mixture of laboratory procedures depending on the type of analysis.

No.	Type of Laboratory Service	Description	Fee (per sample)	Maximum Duration of Process
1	Carotene Test	Test conducted to identify meat samples as cattle or non-cattle meat	Php 50	2 days
2	Determination of moisture content of meat	Test conducted to quantify the amount of moisture present in a sample	Php 500	2 days
3	Determination of Nitrites in Meat	Test conducted to determine and quantify the amount of nitrite in a sample	Php 350	2 days
4	Laboratory Analysis of Chloramphenicol by ELISA method	Test conducted to screen and quantify the amount of Chloramphenicol present in a sample	Php 1,500	3 days
5	Laboratory Analysis of Corticosteroids by ELISA method	Test conducted to screen and quantify the amount of Corticosteroids present in a sample	Php 1,500	3 days
6	Laboratory Analysis of Beta-Agonist by ELISA	Test conducted to screen and estimate the amount of Corticosteroids present in a	Php 1,500	3 days

	method	sample		
7	Laboratory Analysis of Nitrofurans (AOZ) by ELISA method	Test conducted to screen and estimate the amount of Nitrofurans (AOZ) present in a sample	Php 1,500	3 days
8	Laboratory Analysis of Nitrofurans (AMOZ) by ELISA method	Test conducted to screen and estimate the amount of Nitrofurans (AMOZ) present in a sample	Php 1,500	3 days
9	Laboratory Analysis of Ractopamine by ELISA method	Test conducted to screen and estimate the amount of Ractopamine present in a sample	Php 1,500	3 days
10	Laboratory Analysis of Stilbenes by ELISA method	Test conducted to screen and estimate the amount of Stilbenes present in a sample	Php 1,500	3 days
11*	Enumeration/Detection of Coliforms in Meat in Rapid Test Method	Test conducted to determine the indicator organism for hygiene and sanitation of the meat plant facilities and meat and meat products	Php 300	5 days
12*	Enumeration/Detection of Staphylococcus aureus in Meat using Gold Standard Method	Test conducted to isolate and identify the gram positive micrococci organism that causes boils, pus and other enterotoxin producers in meat and meat products.	Php 350	9 days

13*	Sterility in Canned Meat (6 cans per product) in Meat using Gold Standard Method	Test conducted to determine the shelf life and presence of clostridium Botulinum organism in processed, canned meat and meat products.	Php 350	23 days
14*	Aerobic Plate Count in Meat in Meat using Gold Standard Method	Test conducted to determine the enumerated number of microorganism in meat and meat products	Php 150	5 days
15*	Enumeration/Detection Escherichia coli in Meat in Meat using Gold Standard Method	Test conducted to determine the indicator organism for hygiene and sanitation of the meat plant facilities and meat and meat products	Php 350	8 days
16*	pH Determination in Meat	Test conducted to determine the acidity and alkaline level of the meat and meat products	Php 50	2 days
17*	Salmonella in Meat in Meat using Gold Standard Method	Test conducted to determine the indicator organism for hygiene and sanitation of the meat plant facilities and meat and meat products	Php 350	8 days
18*	Enumeration/Detection Escherichia coli in Meat in Rapid Test Method	Test conducted to determine the indicator organism for hygiene and sanitation of the meat plant	Php 350	5 days

		facilities and meat and meat products		
19*	Enumeration/Detection Staphylococcs aureus in Meat in Rapid Test Method	Test conducted to determine the indicator organism for hygiene and sanitation of the meat plant facilities and meat and meat products	Php 350	5 days
20*	Detection E.coli O157:H7 in Meat	Test conducted to determine the indicator organism for hygiene and sanitation of the meat plant facilities and meat and meat products	Php 350	13 days
21*	Enumeration/Detection Coliforms in Meat using Gold Standard Method	Test conducted to determine the indicator organism for hygiene and sanitation of the meat plant facilities and meat and meat products	Php 150	8 day
22*	Organoleptic Test	Test conducted to determine physical characteristics of the meat and meat products	Php 50	2 days
23	Detection Campylobacter in Meat using Gold Standard Method	Test conducted to determine the indicator organism for hygiene and sanitation of the meat plant facilities and meat and meat products	Php 3316	8 day

* Laboratory analysis is also available at the following Regional Satellite Laboratories: I, III, IVA, VII, XI, XII.

Note: Any or all of the laboratory analyses except for the carotene test can be requested for export certification.

Release of Laboratory Results

The client shall proceed to the LD office to claim the results on the release date indicated in the OR. The results will only be released upon presentation of the Official Receipt and affixing of signature in the duplicate copy of the laboratory report.

MEAT STANDARD DEVELOPMENT AND CONSUMER PROTECTION DIVISION

Provides assistance to consumers who seek for the resolution of their complaints. Also provides meat safety training for the Local Government Units.

REDRESS OF CONSUMER COMPLAINTS

Description of the service

This service offers a venue for consumers to air their complaints in a manner where the resolution becomes mutually acceptable for both the complainant and respondent.

Clients: Meat consumers

Requirement: Filled-out Consumer Complaint Information Sheet and/or Endorsement from other agencies.

Schedule of Availability of Service: Monday to Friday except holidays, 8:00am to 5:00pm without noon break

Fee: None

Maximum Duration of Process: One month, including mediation meetings.

Steps in Redress of Consumer Complaints

No.	Client Step	Agency Action	Office/Person Responsible	Location of Office
1	Fills-out Complaint Information Sheet	Receives the complaint and assigns reference number to the information sheet.	Client and Consumer Protection/Officer of the Day	Central Office (CO)/Regional Technical Operations Center(RTOC)
2		<p>If the complaint does not fall under NMIS jurisdiction, endorses to proper agency.</p> <p>If the complaint falls within the jurisdiction of NMIS, evaluates if it is for mediation or regulatory action</p> <p>If it is for regulatory investigation, endorse to</p>	MSDCPD-Consumer Protection	CO/RTOC

		concerned RTOC and Furnish acopy to Enforcement Section		
3	Respondent and Complainant receive the notice of meeting	If it is for mediation, send out notice of meeting to the disputants	Disputants, Consumer Protection	CO/RTOC
4	Respondent and Complainant appear for mediation. If respondent fails to appear, complainant receives Certificate of No Mediation due to Non-appearance If complainant fails to appear, respondent has the option to file a formal case in court. If both fail to appear, the complaint is dismissed.	Provides Certificate of No Mediation due to Non-appearance	Disputants, ADR Specialist	CO/RTOC

5	Complainant and Respondent sign the Agreement to Mediation	Let the disputants sign Agreement to Undergo Mediation.	Disputants, ADR Specialist	CO/RTOC
6	Disputants undergo the process of mediation	Conduct of Mediation Process	Disputants, ADR Specialist	CO/RTOC
7	Complainant and Respondent sign the Certificate of Settlement Agreement	If a compromise settlement was reached, let the disputants sign the Certificate of Settlement Agreement	Disputants, ADR Specialist	CO/RTOC

	Complainant and Respondent sign the Certificate of Non-Settlement	If no Settlement Agreement was reached, let the disputants sign the Certificate Non-settlement		
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End of transaction

ISSUANCE OF SALES PROMOTION PERMIT

Description of the Service

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 permit relative to advertising and promotion and shall be secured in accordance to the delineation of product responsibility.

Who may avail of the Service: Meat Product Processors, Meat Manufacturers, Advertising Agencies

Requirements:

1. Accomplished Application Form
2. Attachments
 - A. A graphical presentation of 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 ____. All other advertising materials shall indicate “ See poster or print ad for complete details and the phrase per NMIS Permit No___ Series of ____.

- B. Photocopy of Certificate of Product Registration
- C. Merchandizing materials and its graphical representation

Mailing fee: Current rates shall apply.

Schedule of availability of service: Monday to Friday, 8am to 5pm except holidays. No noon break.

Maximum duration of Process: Five (5) working days.

***Permit Fee:**

- I. Coverage
 - a. Nationwide: 1,000.00
 - b. NCR only- 1,000.00
 - c. Several regions including NCR 1,000.00
 - d. More than one region but excluding NCR 750.00
 - e. Several provinces/cities/municipalities within the same region 500.00
 - f. Single province/city/municipality 250.00
- 2. Fee for amount of prizes
 - a. Up to 50,000.00 250.00
 - b. 50,001.00- 150,000.00 500.00
 - c. 150,001.00-300,000.00 1,000.00
 - d. 300,001.00-500,000.00 2,000.00
 - e. 500,001.00-1,000,000.00 3,000.00
 - f. Above 1,000,001.00 5,000.00
- 3. Blanket approval for recurring sales promotion (covering a period of one year) shall be charged the full amount of permit and amount of prizes fees, plus 50%
- 4. Change in the approved variables such as mechanics, coverage, duration, participating products or date of selection of winner 300.00

Steps: Application of Permit

No	Client Step	Agency Step	Office/Person Responsible	Location of Office
1	Submits application together with complete requirements (Walk-in or email, mail)	Receives and evaluates the application for completeness	Client and any of the ff; 1. Nationwide coverage-MSDCPD-Consumer Protection (CP)- CO 2. Region wide coverage-MSDCPD- CP- Regional Focal Persons 3. More than one region but excluding NCR- MSDCPD- Consumer Protection (CP)- CO 4. Several cities/municipalities/provinces within the region-MSDCPD-CP- Regional Focal Persons who has jurisdiction over the region 5. Single city or municipality-MSDCPD-CP- Regional Focal Persons who has territorial jurisdiction over the city or municipality.	Central Office (CO)/Regional Technical Operation Center (RTOC)
	Receives Statement of Account (SOA)	Issues SOA	Same as Step 1	CO /RTOC
3	Pays permit fee. Receives	Issues OR	Client and Cashier or designated SCOs	CO/ RTOC

	Official Receipt (OR)			
4		Prepares Permit	Same as Step 1	CO/RTOC
5		Endorses Permit to Executive Director or Regional Technical Director for approval	Same as step 1	CO/RTOC
6		Approves Permit	Office of the Executive Director, Regional Technical Director	CO/RTOC
7	Receives Sales Promotion Permit either through courier or by pick up**	Releases Permit	Client and any of the ff: <ul style="list-style-type: none"> • For Nationwide coverage- Records Unit • For RTOC- designated Records Officer 	CO/RTOC

End of transaction

*Fees are subject to change upon issuance of new Regulations on Schedule of Fees

** Representative must present the original OR, bring a Certificate of Authorization signed by the applicant and present a company identification card.

TRAINING SERVICES FOR NMIS EXTERNAL CLIENTS

Description of the Service

To provide training services for external clients.

Who may avail of the service : Local Government unit, Stakeholders from Livestock and Meat Industry

Requirement: Letter of Request for training/lecturer/
resource speaker

Schedule of Availability of Service: Monday to Friday except holidays, 8:00 am to 5:00 pm without noon break

Fee: Resource speakers from NMIS are entitled to honorarium based on Department of Budget and Management or Civil Service Rules. Overtime pay shall be paid to NMIS training staff if it exceeds regular office hours based on Civil Service Rules and subject to Commission on Audit accounting and auditing rules and regulations.

Maximum Duration of Process: 30 working days (including module preparation and conduct of training)

Mailing fee: Current rate shall apply

Steps: Training services for external clients

No.	Client Step	Agency Action	Office/Person Responsible	Location of Office
1	Submission of letter of request to OED	OED receives request and endorse to MSDCPD	Client and OED	NMIS CO
2		Evaluates request if there is an existing module. If there is an existing module, recommends for approval of request to the OED. If there is no module yet, develop and submit to OED for approval.	MSDCPD	Central Office
3		Recommends for approval of request to OED	MSDCPD	Central Office
4		Approves request for training	OED	Central Office
5	Receives letter of approval	Sends letter of approval(initial action by fax or email)original approval shall be sent by mail	Records Section	Central Office
6	Prepare for Memorandum of Agreement (MOA) for the approval by NMIs and the requesting party.	Signing of MOA and start of preparatory activities for the training	Client and MSDCPD	Central Office and Client's Office

7	Organize and conduct the training or vice-versa	Assists in the conduct of the training or vice versa depending on the agreement by the parties	MSDCPD and NMIS Resource Persons and Client	Client's preferred training venue
8		Evaluate of the training	MSDCPD	Training venue
9	Receives Certificates of Participation	Distribution of Certificates of Participation	MSDCPD and Clients	Training venue
10		Prepare Completion Report of the conducted training	MSDCPD	Central Office
11		Submit completion report to OED and requesting party	MSDCPD	Central Office
12		Receives completion report	OED	Central Office

End of transaction

REDRESS AND FEEDBACK MECHANISM

RATIONALE

As a regulatory agency, the National Meat Inspection Service (NMIS) is mandated by law to provide frontline services that are vital in ensuring the safety of meat and the development of meat industry.

However, if clients are not satisfied with the frontline service provider, they may opt to seek a remedy through NMIS's redress and feedback mechanism.

OBJECTIVES

This system provides NMIS's clients an avenue where complaints are addressed at the earliest time possible with least burden on the part of the clients.

The system also ensures that queries and inquiries are handled efficiently and effectively to the satisfaction of NMIS clients.

To maintain the quality performance of NMIS through effective handling of customer needs.

PROCEDURE

The redress and feedback mechanism has two components:

I. Complaint Management System

If a client, in the course of availing NMIS frontline services, feels that he/she has not been served courteously, promptly and accordingly, may opt to do the following action:

1. File a complaint containing the following information:
 - a. Name
 - b. Address
 - c. Telephone number (mobile or landline)
 - d. Description of complaint/s
 - e. Name of frontline service provider being complained about
 - f. What remedy does the client want
2. Complaints can be reported through the following modes:
 - a. Letter

- Central Office
The Executive Director

National Meat Inspection Service, Visayas Ave.,

Diliman, Quezon City,
 - Regional Technical Office
The Regional Technical Director
- b. Personal appearance
 - Public Assistance Desk at NMIS Central Office and Regional Technical Operation Centers
 - c. E-mail
 - Can be sent at *nmis.nmis.gov.ph*
 - d. Mobile and SMS
 - Can be sent at mobile number: 09178367009
 - e. telephone call
 - Telephone numbers: 9247980/9247971/9214473
 - Regional Technical Operation Centers (please see directory)
3. Forms
 - a. Complaint Form are available at
 1. NMIS Website(*www.nmis.gov.ph*)
 2. Central and Regional Offices Public Assistance Desks

II. Public Assistance Desk

PROCEDURE

Clients can avail any information about its frontline services through the following modes:

- A. Inquiry
 - a. e-mail at *nmis@nmis.gov.ph*

- b. Letter addressed to the Executive Director and Regional Technical Directors
 - c. SMS
 - a. Can be sent to 09178367009
 - d. telephone call
 - a. 9247980/9247971/9214473
 - e. Personal appearance
- B. Feedback
- a. Suggestion Box
 - b. Customer Satisfaction Survey
- C. Forms

Available at NMIS Website, Central and Regional Offices Public Assistance Desks

- a. Feedback Form
- b. Customer Survey Form

ADMINISTRATIVE AND FINANCE MANAGEMENT DIVISION

Implements an integrated human resource program which shall include performance assessment, merit promotion, incentives, personnel development plan, grievance and disciplinary mechanisms.

REDRESS OF COMPLAINTS FROM EXTERNAL STAKEHOLDERS

The resolution of complaints from external clients and stakeholders enable the NMIS to improve the quality of service it provides to its internal and external stakeholders. The process serves as an opportunity to review and evaluate the service that NMIS delivers.

Who may avail of the service : NMIS external clients and stakeholders

Requirements: Complaint letter and complaint form

Schedule of Availability of Service: Monday to Friday except holidays, 8:00am to 5pm without noon break

Fees: None

Maximum Duration of Process: 41 working days. The duration of the process may be extended if an unforeseen event happens beyond the control of NMIS.

Steps in resolving grievance from external stakeholders

No.	Client Step	Agency Action	Office/Person Responsible	Location of Office
1	File/Submit complaint by filling- out the complaint form.	Accepts filled-out Complaint Form	Officer of the Day	Central Office (CO) /Regional Technical Operation Center (RTOC)
3		Assesses complaint	Executive Director (ED) or Regional Technical Director (RTD)	CO/RTOC
4		Creates Investigating/ Fact-Finding Committee	ED/RTD	CO/RTOC
5		Refers complaint for investigation or fact-finding	Investigation/ Fact Finding Committee	CO/RTOC
6	Receives copy of the complaint	Furnishes a copy of the complaint for comment/answer	Investigation/ Fact Finding Committee and Complainant	CO/RTOC
7	Submits comments to the complaint	Receives the comments	Investigation/ Fact Finding Committee and Complainant	CO/RTOC
8		Schedules the conducts hearing /investigation/ fact finding	Investigation/ Fact Finding Committee and Complainant	CO/RTOC
9		Conducts hearing /investigation/fact-finding	Investigation/ Fact Finding Committee	CO/RTOC

No.	Client Step	Agency Action	Office/Person Responsible	Location of Office
10		Submits findings and recommendations to Executive Director	Investigation/ Fact Finding Committee	CO/ROTOC
11		Reviews and assesses findings and recommendations of the Committee	ED/RTD	CO/ROTOC
12		Endorses findings and recommendation to Secretary of Agriculture	ED	CO
13		Receives and acts on the recommendation	Office of the Secretary of Department of Agriculture	Office of the Secretary of Agriculture
14		Furnishes NMIS the copy of the final decision	Office of the Secretary of Department of Agriculture	Office of the Secretary of Agriculture
15	Receives the copy of the final decision	Receives and furnishes the complainant of a copy of the decision	ED/RTD and complainant	CO/ROTOC

End of transaction

ANNEXES

CUSTOMER SATISFACTION FORM



Republic of the Philippines
 DEPARTMENT OF AGRICULTURE
NATIONAL MEAT INSPECTION SERVICE
 Visayas Ave., Diliman, Quezon City
 Tel Nos. 9247980, 9247971 Telefax: 9247973
 Website: nmis.gov.ph
 email: nmis@nmis.gov.ph

NMIS CUSTOMER EVALUATION FORM

To ensure NMIS efficient delivery of its frontline services, we would like to solicit your feedback by accomplishing this questionnaire.

(Please respond to each question based on your experience by putting a check mark on the appropriate space below. If a question does not apply, please move on to the next. Thank you.)

Item No.	Questions	1	2	3	4	5
1	The service requested is delivered promptly					
2	The service provider provided the complete information needed					
3	The service provider is polite and courteous					
	The service provider delivered the requested service properly					
4	The waiting area is comfortable.					
5	For further improvement of our products/service please give comments/suggestions, if any.					

Customer's Signature Over Printed Name

Assisted by:

Legend:

Very Satisfied	1
Quite Satisfied	2
Satisfied	3
Quite Unsatisfied	4
Very Dissatisfied	5



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NATIONAL MEAT INSPECTION SERVICE

Visayas Ave., Diliman, Quezon City
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Telefax: 924-7973
Mobile Number: 09178367009
URL: <http://www/nmis.gov.ph>
e-mail: nmis@nmis.gov.ph

MAMAMAYAN MUNA HINDI MAMAYA NA PROGRAM

Form 1 - COMMENDATION (PAPURI)

Date : _____

Name of Commending Party
(Pangalan ng Nagbibigay Papuri)

Tel./Fax/Cellphone No. (Telepono)

Office/Address: (Tanggapan Adress)

Residence Address: (Tirahan)

Name of Person Being Commended:
(Pangalan ng Pinapupurihan)

Position/Office:
(Posisyon/Tanggapan)

REASON FOR COMMENDATION(Dahilan ng Papuri)



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



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Telefax: 924-7973
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URL: <http://www/nmis.gov.ph>
e-mail: nmis@nmis.gov.ph

MAMAMAYAN MUNA HINDI MAMAYA NA PROGRAM

Form 3 – COMPLAINT (Reklamo)

Date : _____

Name of Complainant
(Pangalan ng Nagrereklamo)

Tel./Fax/Cellphone No. (Telepono)

Office/Address: (Tanggapan Adress)

Residence Address: (Tirahan)

Name of Person Being Complaint:
(Pangalan ng Nirereklamo)

Position/Office:
(Posisyon/Tanggapan)

REASON FOR COMPLAINT (Dahilan ng Reklamo)



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



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e-mail: nmis@nmis.gov.ph

MAMAMAYAN MUNA HINDI MAMAYA NA PROGRAM

Form 4 – RECOMMENDATION (Mungkahi)

Date : _____

Name of Complainant
(Pangalan ng Nagrereklamo)

Tel./Fax/Cellphone No. (Telepono)

Office/Address: (Tanggapan Adress)

Residence Address: (Tirahan)

RECOMMENDATION/SUGGESTION: (Mungkahi o Sihestiyon)



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



APPLICATION FOR MEAT ESTABLISHMENT ACCREDITATION

1. Type of Application

- New
- Renewal
- Others, *specify* _____

2. Type of Plant (*pls. put check in box if contract processing and specify plant*)

- Abattoir _____
- Poultry Dressing Plant _____
- Meat Processing Plant _____
- Meat Cutting Plant _____
- Cold Storage _____
- Others, (*please specify*) _____

3. Company name, address, and telephone/fax number (*including area code*)

4. Tax Identification Number (*TIN*)

5. Name of applicant, mailing address (*include postal code and e-mail*), telephone/ fax number

6. No. of days/month operational _____ 7. No. of shift/day _____ 8. No. of hours/shift _____

9. Number of Animal slaughtered/dressed (*heads/day*)

Species of animal Average daily slaughtered

- Swine _____
- Poultry _____
- Cattle _____
- Carabao _____
- Goat/Sheep _____
- Others _____

10. Maximum production capacity/hr.

11. Prepared or processed (*for Meat Processing and Meat Cutting Plant only*)

<i>Kind of Meat</i>	<i>Product</i>	<i>Average daily production Volume</i>
<input type="checkbox"/> Pork <input type="checkbox"/> Cutting	_____	_____
<i>Brand name</i>		
<input type="checkbox"/> Beef <input type="checkbox"/> Boning	_____	_____
<input type="checkbox"/> Poultry <input type="checkbox"/> Mechanical boning	_____	_____
<input type="checkbox"/> Others <input type="checkbox"/> Fabrication	_____	_____
<input type="checkbox"/> Curing	_____	_____
<input type="checkbox"/> Formulating	_____	_____
<input type="checkbox"/> Cooking	_____	_____
<input type="checkbox"/> Smoking	_____	_____
<input type="checkbox"/> Canning	_____	_____

Drying _____

Slicing _____

Total

12. Destination/Distribution

Wet _____ Markets
Hotels/ _____ Restaurants
Cold _____ Storage
Meat _____ Shops
Supermarkets

13. Storage Capacity

	<i>Area (cubic meters)</i>	<i>Capacity (MT)</i>
Chiller	_____	_____
Blast Chiller	_____	_____
Holding Freezer	_____	_____
Other Cold Storage Use	_____	_____

14. Present status of Labeling

Are labeling/packaging materials provided to contract processor? yes no
Does the label indicate the contract processor? yes no

I hereby certify that the above statements are true and correct to the best of my knowledge and the documentary requirements submitted are complete. It is understood that applications with incomplete requirements shall not be processed.

Signature of applicant Name and

(This portion is to be filled-out by NMIS Authorized Representative)

Date of Application: _____ Date of Release: _____

NMIS Authorized Representative
(Signature over printed name)

Applicant's Copy

Date of Application: _____ Date of Release: _____

Claiming Option

Pick-up Courier

Applicant
(Signature over printed name)



DEPARTMENT OF AGRICULTURE
NATIONAL MEAT INSPECTION SERVICE
 Visayas Avenue, Diliman, Quezon City
 Tel Nos. 924-7980, 924-7971; Fax No. 456-6368
 URL: www.nmis.gov.ph

colored photo
 2x2 size
 (recently taken)

APPLICATION FOR ACCREDITATION OF MEAT AND MEAT PRODUCTS IMPORTER

1. Importer's Reference No. (to be filled up by NMIS RTOC-MIEAIS) <small>[RTOC-#-(Date(mmmddyy)-Application No.-Classification) e.g. RTOC-NCR-041013-0001-MIT]</small>		2. Date of filing	
3. Name & Address of Company _____ <small>(No.) _____ (Street)</small> _____ <small>(Baranggay) _____ (Municipality/City)</small>		4. a. Tel. No. b. E-mail	
5. Mailing Address _____ <small>(No.) _____ (Street)</small> _____ <small>(Baranggay) _____ (Municipality/City)</small>		6. a. Tel. No. b. E-mail	
7. Name of Responsible Officer _____ <small>(Name) _____ (Designation)</small>			
8. Type of Company <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Single Proprietor		9. TIN No. of Company	
10. Name & Address of Plant, Warehouse or Cold Storage _____ <input type="checkbox"/> Owned <input type="checkbox"/> Leased or Rent		11. Telephone and Fax No.	
12. Authorized Contact Person <input type="checkbox"/> Company personnel <input type="checkbox"/> Broker	13. a. Type of ID presented ID No. _____ b. Authorization <input type="checkbox"/>	14. Telephone and Fax No.	
15. Classification as importer (please check one) A. Regular Meat Importer <input type="checkbox"/> Trader (MIT) <input type="checkbox"/> Meat Processor (MIP) <input type="checkbox"/> Institutional User (MIIU)		B. Duty Free Meat Importer <input type="checkbox"/> Meat Processor (DFL-MIP) <input type="checkbox"/> PEZA <input type="checkbox"/> CBW <input type="checkbox"/> Institutional User (DFL-MIIU) <input type="checkbox"/> Duty Free Shops (DFS)	
16. Type of commodity Frozen <input type="checkbox"/> Poultry <input type="checkbox"/> Pork <input type="checkbox"/> Beef <input type="checkbox"/> Buffalo		Dry Warehousing <input type="checkbox"/> Canned <input type="checkbox"/> Others (please specify) <input type="checkbox"/> vacuumed pack (hotdog) <input type="checkbox"/> dried (jerkey)	
17. Signature of Owner, Chairman or President _____ <small>(Signature over printed name)</small>		18. Signature of Authorized Company Personnel or Broker _____ <small>(Signature over printed name)</small>	
I hereby declare under penalties of perjury that the above statement are true and correct to the best of my knowledge.			
_____ <small>Name and Signature of Authorized Representative</small>			
19. Space for Notary Public 			
*Claiming Option: <input type="checkbox"/> pick-up <input type="checkbox"/> thru courier service			
*Note: Please attach the following documents a. Notarized Affidavit of Undertaking b. Notarized Authorization signed by Company's Responsible Person			



Department of Agriculture
NATIONAL MEAT INSPECTION SERVICE
 Visayas Avenue, Diliman, Quezon City

APPLICATION FOR MEAT PRODUCT REGISTRATION

I. TYPE OF APPLICATION

- A. Initial
 Renewal CPR No. _____
 Re-application
- B. Local
 Imported
- Number of Validity years applied for 2 years 5 years

II. COMPANY PROFILE

Company Name: _____
 Address : _____

 Contact Person/Position: _____
 Telephone / Fax No: _____
 Accredited as: Accreditation No. Expiration Date:

Meat Establishment _____
 Importer _____
 Distributor _____
 Wholesaler _____

III. PRODUCT INFORMATION

Brand Name and Product Name : _____

 Name of Manufacturer: _____
 Name of Repacker: _____
 Name of Importer: _____
 Name of Distributor: _____

IV. DATE OF APPLICATION : _____

V. DATE RECEIVED : _____

<p>Submitted by:</p> <p>I hereby certify that the above statement are true and correct to the best of my knowledge and the documentary requirements are complete. It is understood that application with incomplete requirements shall not be processed.</p> <p>_____ Signature over Printed Name (Authorized representative of company)</p>	<p>Received by:</p> <p>_____ Signature over Printed Name (NMIS)</p>
---	--

VI. Claiming Options: Pick-up Courier



Republic of the Philippines
Department of Agriculture
NATIONAL MEAT INSPECTION SERVICE
Visayas Avenue, Diliman, Quezon City

COMPLAINT FORM

Date Filed

Name of Complainant

Address/Telephone Number

Person Complained

Position Title/Designation

Nature/Subject of Complaint:

ACTION/S DESIRED:

Signature of Complainant



APPLICATION FOR THE ISSUANCE OF GMP/HACCP CERTIFICATE TO MEAT ESTABLISHMENTS

1. Food Safety Program <input type="checkbox"/> GMP <input type="checkbox"/> HACCP	2. Type of Audit <input type="checkbox"/> Certification <input type="checkbox"/> Renewal/Verification <input type="checkbox"/> Surveillance <input type="checkbox"/> Close-Out	3. Type of Meat Establishment <input type="checkbox"/> SLH <input type="checkbox"/> CS <input type="checkbox"/> PDP <input type="checkbox"/> MCP <input type="checkbox"/> MPP
---	---	---

4. Meat Establishment Profile
 Name of Owner/Operator: _____
 Name of Company: _____
 Meat Establishment Address: _____
 Accreditation No: _____ Email Add: _____

5. Documentation Packet 6. Payment Mode GMP: <input type="checkbox"/> GMP /SSOP Manual Prerequisite Programs: <input type="checkbox"/> Calibration <input type="checkbox"/> Product ID system <input type="checkbox"/> Product Traceability <input type="checkbox"/> Product Recall <input type="checkbox"/> Training <input type="checkbox"/> Labeling <input type="checkbox"/> Allergen <input type="checkbox"/> Approved Supplier <input type="checkbox"/> Glass, wood and loose items policy <input type="checkbox"/> Disposal of Non-Conforming Products HACCP: Product profile: <input type="checkbox"/> Scope of HACCP program <input type="checkbox"/> Product description/ingredients <input type="checkbox"/> Process flow diagram <input type="checkbox"/> Hazard analysis & CCP determination <input type="checkbox"/> HACCP Table (7 principles) <input type="checkbox"/> HACCP Team/Management	<p style="text-align: center;">_____ GMP Certification P 2,000</p> <p>OR # _____ Date Issued _____</p> <p style="text-align: center;">_____ cation P5,000.00/product Mailing Fee P 165 Total Date Issued _____</p> <hr/> <p style="text-align: center;">_____ <i>Date of Application</i> _____ _____ <i>Signature of Applicant</i> _____ <i>(over printed name)</i></p>
---	---

(This portion to be filled -out by NMIS authorized representative)

NMIS ACKNOWLEDGEMENT RECEIPT:

Date Received : _____

NMIS Authorized Representative
 (Signature over printed name)

Claiming Option : Pick up Courier



Control No: _____

**APPLICATION FOR THE ISSUANCE OF CERTIFICATE OF ACCREDITATION
TO MEAT TRANSPORT VEHICLES**

Type of Application(Please check appropriate box)

New

Renewal

Registered Owner : _____

Address: _____

e - mail address : _____

Telephone number: _____ Fax number : _____

Vehicle Identification

Make: _____

Plate number: _____

Engine Number: _____

L T O Certificate of Registration Number: _____

L T O Official Receipt of Registration: _____

Accredited Meat Establishments to be served;

Destination (*major markets to be served*):

Applicant
(*Signature over printed name*)

(This portion to be filled out by NMIS authorized representative)

Control No: _____

Date of Application: _____

Date of Release: _____

NMIS authorized representative
(*Signature over printed name*)

(Applicant's Copy)

Control No: _____

Date of Application: _____

Date of Release: _____

Applicant
(*Signature over printed name*)

Claiming option: pick up courier

Application for the Sales Promotion Permit
Under Articles 116 of R.A. 7394
or The Consumer Act of the Philippines
and Administrative Order No. 1

Fill out the relevant and applicable information in the spaces provided.

Date: _____

(Promo Title)

1. NAME OF SPONSOR: _____
 - Address: _____
 - Telephone No.: _____
 - Authorized Representative: _____
 - Designation: _____
2. NAME OF ADVERTISING AGENCY: _____
 - Address: _____
 - Telephone No.: _____
 - Authorized Representative: _____
 - Designation: _____
3. Duration of the Promotion: _____
4. Area Coverage: _____
5. List of participating outlets (*attached list*): _____
6. List of Participating products:

(Brand)

Sizes (*in metric, enclose English size*)

7. Purchased amount required: _____
8. Who are qualified to avail? : _____
9. How to avail? : _____
10. The Total Cost of Prizes: _____
11. Period of Redemption/ Claim Period: _____
12. How to claim the prize: _____

ATTACHMENTS:

1. **Media Utilized:** The advertising material used shall contain the complete mechanics, duration, prizes and coverage of the promotion. If the advertising material cannot carry the mechanics, a separate print advertisement shall indicate the complete details of the promotion, the duration, and the phrase "Per DA-NMIS Permit No. _____ series of _____"
 - poster
 - radio
 - streamer
 - billboard
 - sticker
 - TV, Cinema
 - Flyers
 - Print Ad
 - Mailers
2. Sales Promotion Mechanics *(with complete mechanics)*
3. **Photocopy of Certification of Product Registration:** *(if applicable)*
4. Letter of request for application address to:
 - a. NMIS Executive Director
BAI Compound, Visayas Avenue, Diliman, Quezon City

I/We hereby understand and agree that:

1. The submission of letter of application with complete requirements will be one month before on promo date.
2. The processing of permit shall be on 10 days upon the receipt of the application, provided that the requirements are complete.
3. If I/ We do not receive any communication from the DA-NMIS after submission of complete requirements within the prescribed ten (10) days, the above application shall be deemed approved.

Authorized Representative of:

ADVERTISING AGENCY

SIGNATURE

Printed Name

Date

NMIS REPRESENTATIVE

SIGNATURE

Printed Name

Date

DIRECTORY

CENTRAL OFFICE

MITDC Bldg., Visayas Ave., Diliman Quezon City

DR. MINDA S. MANANTAN

Executive Director

(02)9243118 loc. 132

ATTY. BEATAHUMILDA O. OBSIOMA

Deputy Executive Director

(02)924-7980/924-7971 loc. 134

DR. CLARITA M. SANGCAL

Head, Accreditation and Registration Division

(02)924-7980/924-971 loc. 124

DR. MA. ELIZABETH D. CALLANTA

Head, Plant Operation and Inspection Division

(02)924-7980/9247971

DR. JOCELYN A. SALVADOR

Head, Meat Import and Export Division

(02)924-7980/924-7971 loc. 115

DR. EASTER F. OBLENA

Head, Meat Standard Development and Consumer Protection Division

(02)924-7980/924-7971 loc. 144

DR. JANUARY M. NONES

Head, Laboratory Division

(02)921-4473 loc. 28

MR. LAMBERTO B. DELA CRUZ

Head, Administrative and Finance Management Division
(02)924-7980/924 -7971 loc. 139 and 146

DR. JONATHAN V. SABINIANO

Head, Planning and Information Management Division
(02)924-7980/924 -7971 loc. 135

REGIONAL TECHNICAL OPERATIONS CENTERS

Region I

DR. EDUARDO R. OBLENA

Acting Regional Technical Director
Brgy. Anonas, Urdaneta City, Pangasinan
(075) 514-2152

Region II

DR. LILIA JULIANA P. FERMIN

Acting Regional Technical Director
Regional Government Center, Carig
Tuguegarao, Cagayan
(078) 304-1323

Region III

DR. JOSEFINA M. RICO

Regional Technical Director
Regional Government Center. Bo. Maimpis
San Fernando, Pampanga
(045) 455-3331

Region IVA

DR. MILDRED A. SALIGAN

Acting Regional Technical Director
Brgy.Maraouy, Lipa City, Batangas
(043) 727-2309/7573181

Region IVB

DR. RONNIE ERNST A. DUQUE

Acting Regional Technical Director
3rd Flr.,MITDCBldg, Visayas Ave., Diliman
Quezon City
(02)924-7980/924-7971 loc. 127

Region V

DR. FERNANDO N. LONTOC

Acting Regional Technical Director
Zone 9, San Jose, Pili, Camarines Sur
(054) 477-0499

Region VI

DR. MA. ANCILLA S. ZARTIGA

Acting Regional Technical Director
Doña Pepita Aquino Ave.,
Fort San Pedro, Iloilo City
(033) 337-0956

Region VII

DR. ANGELITA E. BARCELONA

Acting Regional Technical Director
DA Compd., Sudlon, Maguikay, Mandaue City
032-236-8216/328-0935

Region VIII

DR. ORLANDO C. ONGSOTTO

Acting Regional Technical Director

W & CBldg.,Brgy. 80, Marasbaras,
Tacloban city
(053)323-8505

Region IX

DR. KENNEDY M. SUNICO

Regional Technical Director

F.S. Pajares, San Jose District

Pagadian City

(062)925-0628

Region X

DR. ARTURO S. DE JESUS

Regional Technical Director

Zone II, Cugman Slaughterhouse Complex

Cagayan de Oro City

(088) 855-4372/2273349

Region XI

DR. DARIO BONIFACIOB. CANILLAS

Regional Technical Director

Father Selga St., Davao City

(082)224-2737/224-3662

Region XII

DR. MYRNAI. ILOGON

Acting Regional Technical Director

1st Blk.,OsitaCmpd., Koronadal City

(083)228-3662

Caraga

DR. DESIDERIO B. JULATON

Regional Technical Director

City Slaughterhouse Compound

Butuan City

(085)341-2531/816-0078

CAR

DR. TITO A. LILAGAN

OIC-Regional Technical Director

Marcos Hi-way, Baguio City

(074)444-9848

National Capital Region

DR. MARVIN B. VICENTE

Acting Regional Technical Director

3rd Floor, MITDC Bldg., Visayas Ave., Diliman, Quezon City

(02) 924-7980/924-7971 loc. 120



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