



Republic of the Philippines  
DEPARTMENT OF AGRICULTURE  
**NATIONAL MEAT INSPECTION SERVICE**  
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January 25, 2022

**MEMORANDUM CIRCULAR**

No. 02-2022-006

Series of 2022

**FOR :** ALL PROVINCIAL GOVERNORS, CITY MAYORS,  
AND MUNICIPAL MAYORS  
ALL NMIS REGIONAL TECHNICAL DIRECTORS, CONCERNED  
OFFICERS, AND EMPLOYEES

**ATTENTION :** PROVINCIAL VETERINARIANS, CITY VETERINARIANS,  
MUNICIPAL VETERINARIANS, MUNICIPAL AGRICULTURISTS/  
MUNICIPAL MEAT INSPECTORS

**FROM :** THE OIC, EXECUTIVE DIRECTOR

**SUBJECT :** PROCEDURES ON THE ASSESSMENT OF THE LOCAL GOVERNMENT  
UNIT MEAT INSPECTION SERVICE WHETHER COMPLIANT TO THE  
NATIONAL STANDARDS

Pursuant to Republic Act (RA) No. 9296 (2004) as amended by RA No. 10536 (2013), Department of Agriculture Department Circular (DADC) No. 1, series of 2014, RA No. 7160 (1991), Executive Order (EO) No. 137 dated November 28, 1993, EO No. 138 dated June 1, 2021 and DBM-DILG Joint Memorandum Circular (JMC) No. 2021-2 dated August 12, 2021, the *"Procedures on the Assessment of the Local Government Unit Meat Inspection Service Whether Compliant to the National Standards"* is hereby promulgated and issued.

**A. OBJECTIVES**

To serve as guide in the evaluation of the concerned Local Government Unit Meat Inspection Service (LGU MIS) whether or not compliant to the national standards stated in the above cited policy issuances;

**B. SCOPE**

This Circular covers the procedures on the conduct of evaluation and assessment of the Provincial, Highly Urbanized City, or Independent Component City Meat Inspection Services as to whether or not compliant to the national standards.

11:24 AM  
2-2-22  
Evelyn T. Soliven



## C. DEFINITION OF TERMS AND ACRONYMS

### 1. Definition of Terms

The terms and phrases used in this guideline are defined as follows:

1. *Assessment* refers to the confirmation process undertaken by the NMIS in ascertaining the existence of a functional LGU meat inspection services in the province, highly urbanized city, and independent component city.
2. *LGU Meat Inspection Service* includes Provincial, City, Municipal, or Barangay Meat Inspection Service that is responsible for ensuring the safety and quality of meat and meat products for human food;
3. *Local Government Units* refer to the Provinces, Cities, Municipalities, and Barangays as created under RA No. 7160, *The Local Government Code of 1991*;
4. *Meat Establishment* refers to premises such as slaughterhouse, poultry dressing plant, meat processing plant, cold storage warehouse and other meat outlets that are approved and registered by the NMIS in which food animals or meat products are slaughtered, prepared, processed, handled, packed or stored;
5. *Meat Inspection System* refers to a system to ensure the safety and quality of meat and meat products for human food including but not limited to humane handling of slaughter animals, ante-mortem and post-mortem inspection, Quality Assurance Program, Hygiene and Sanitation Program, Good Manufacturing Practices, Sanitation Standard Operating Procedures, Hazard Analysis Critical Control Point Program and Residue Control Program of an LGU. It covers regulatory activities such as registration, licensing, accreditation and enforcement of regulations and supported by laboratory examination;
6. *Meat Inspection Officer* refers to a qualified, properly trained licensed veterinarian or meat inspector and duly appointed or deputized by the NMIS or the local government unit to conduct meat inspection and hygiene works;
7. *Verification* shall mean the monitoring and evaluation by NMIS that the meat inspection system is functional or working and that meat safety is not compromised based on actual observation of meat establishment operation, meat safety and quality assurance program implementation, documentary evidence, including but not limited to condition of the facility, number and trainings of licensed veterinarians and meat inspectors, enacted ordinance relevant to food safety, and the like.

### 2. Acronyms

|     |   |      |                                 |
|-----|---|------|---------------------------------|
| ARD | Accreditation and Registration Division | MIED | Meat Import and Export Division |
| BOQ | Bill of Quantities                      | MIO  | Meat Inspection Officer         |



|         |   |        |  |
|---------|---|--------|--|
| Brgy    | Barangay                                      | MIS    | Meat Inspection System                                     |
| CC      | Component City                                | MSDCPD | Meat Standard Development and Consumer Protection Division |
| CVO     | City Veterinary Office                        | MTV    | Meat Transport Vehicles                                    |
| DA      | Department of Agriculture                     | Mun    | Municipality   |
| HUC     | Highly Urbanized City                         | NGA    | National Government Agency                                 |
| ICC     | Independent Component City                    | NMIS   | National Meat Inspection Service                           |
| LGU     | Local Government Unit                         | PMIS   | Provincial Meat Inspection Service                         |
| LGU MIS | Local Government Unit Meat Inspection Service | POSMD  | Plant Operation Standard Monitoring Division               |
| LTO     | License To Operate                            | POW    | Program of Works   |
| ME      | Meat Establishment                            | PVO    | Provincial Veterinary Office                               |
| ARD     | Accreditation and Registration Division       | LTO    | License To Operate   |
| Brgy    | Barangay                                      | MIO    | Meat Inspection Officer                                    |
| CVO     | City Veterinary Office                        | MIS    | Meat Inspection System                                     |
| DA      | Department of Agriculture                     | MSDCPD | Meat Standard Development and Consumer Protection Division |
| HUC     | Highly Urbanized City                         | Mun    | Municipality   |
| ICC     | Independent Component City                    | NMIS   | National meat Inspection Service                           |
| LGU     | Local Government Unit                         | PMIS   | Provincial Meat Inspection Service                         |
| LGU MIS | Local Government Unit Meat Inspection Service | PVO    | Provincial Veterinary Office                               |

#### **D. GENERAL PROVISIONS**

1. The PMIS/HUC MIS/ICC MIS must have an established and functional meat inspection system in their respective territorial jurisdiction as per Department of Agriculture Administrative Order No. 21, series of 2010.
2. The assessment of the meat inspection system in the province, HUC, and ICC shall be jointly conducted by the Regional Technical Operation Center (RTOC) and Central Office representative.
3. The conduct of meat safety audit of the Meat Safety Quality Assurance Program of the ME must have been undertaken beforehand by the ARD for the purpose of classification and issuance of LTO. The LTO is valid for one (1) year but it can be revoked anytime during its validity period if there is a finding of non-conformance/s by the meat safety audit team.
4. The NMIS shall provide technical assistance and capability building activities to the province, highly urbanized city, and independent component city MIS, when necessary, to enable the concerned LGU to comply with the national standards. The list of LGUs without LGU MIS or did not comply with the requirements of RA No. 7160 and RA No. 9296 as amended will be submitted to the DILG-BLGD.



## **E. DOCUMENTARY REQUIREMENTS**

The PMIS, HUC MIS, and ICC MIS must present the following documents for evaluation:

- a. Filled-up Assessment Form (ANNEX A1)
- b. LGU Meat Inspection System Operations Manual containing the following:
  - b.1. Brief Historical Background of LGU Meat Inspection Service
  - b.2. Copy of Ordinance on (a) meat inspection/food safety, (b) fees and charges, (c) other relevant ordinances
  - b.3. Organizational structure and staffing complement (ANNEX A2)
  - b.4. Copy of Personal Data Sheet (PDS) of Meat Inspection Officers (Veterinarians, Meat Inspectors, other technical employees (permanent and job order/contract of service), and ME assignment (ANNEX A3)
  - b.5. Copy of BMIC Completion Certificates of veterinarians and meat inspectors who are actually involved in meat inspection and hygiene works
  - b.6. List of all meat establishments in the Province, HUC, and ICC. Indicate the address, classification/accreditation/LTO number, whether LGU owned and operated or LGU owned but privately operated, or privately owned and operated (ANNEX A3)
  - b.7. Existing Meat Inspection System (MIS) – The actual observation/walk the talk of the following MIS components shall be undertaken by the team members:
    - a) Humane handling of food animals;
    - b) Antemortem inspection and postmortem inspection;
    - c) Good Manufacturing Practices and Standard Sanitation Operating Procedures (Approved GMP/SSOP Manual);
    - e) Hazard Analysis Critical Control Point Program (Approved HACCP Manual);
    - f) Registration of MTVs (List and registration procedure)
    - g) Licensing of butchers, meat handlers, vendors/dealers, etc. (List and licensing procedure)
    - h) Enforcement of regulations (administrative investigation procedures)
    - i) Residue Control Program (Analysis Manual)
    - j) Laboratory examination (Laboratory Manual) – Indicate whether the laboratory is LGU-owned or outsourced
      - j)i) LGU-owned laboratory
      - j)ii) third party laboratory service provider
      - j)iii) other government agency laboratory
  - b.8. Meat Establishment Roadmap or Masterplan
  - b.9. Capability Building Plan
    - a) Technical personnel
    - b) Non-Technical personnel
  - b.10. 3 to 5-year Meat/Food Inspection Strategic Plan
  - b.11. Meat/Food Inspection Communication Plan
    - a) Internal stakeholders
    - b) External stakeholders
  - b.12. 3 or 5 Year Meat Inspection Financial Plan (WFP)
  - b.13. Result-Based Monitoring and Evaluation (RBME) Plan



## **F. COMPLIANCE ASSESSMENT**

- a. The list of duly classified/ licensed meat establishments as of December 31, 2021 shall be provided by the Accreditation and Registration Division (ARD).
- b. All concerned RTOCs with "AA" accredited meat establishments shall schedule the LGU MIS assessment and send notice to the local chief executive (LCE) and the concerned office/s in the Province/HUC/ICC of the evaluation and assessment activity.
- c. The checklist in ANNEX A1 shall be used as guide by the joint CO-RTOC Assessment Team.
- d. An LGU official and "AA" meat establishment representatives must be invited to join the NMIS team as observers.
- e. The Joint CO and RTOC Assessment Team shall conduct tabletop review of the submitted documents and gathered data on the LGU Meat Inspection Service to initially determine the completeness of the documentary requirements and the LGU's readiness to implement the meat inspection and hygiene functions.
- f. A Joint Review Report shall be presented and discussed with the NMIS TWG on LGU MIS Assessment to enable the group to make the proper recommendation/s or course/s of action to the Executive Director for approval.
- g. Assessment/Validating Team
  1. RTOC assessment Team shall be composed of the following:
    - a. Team Leader – Regional Technical Director
    - b. Assistant Team Leader - Accreditation Registration Section (ARS) Focal
    - c. Members - Plant Operation Standards and Monitoring Section (POSMS) Focal; Meat Standards Development and Consumer Protection Section (MSDCPS); Infra Focal
    - d. Secretariat – POSMS, MSDCPS, ARS
    - e. Infra Focal - Documentation/Photographer
    - f. Mobility –RTOC Driver (Request for the use of rented van must be approved by the Executive Director beforehand.)

The Central Office Team members will join the assessment activity virtually.

### **2. Objectives**

To determine whether or not an LGU Meat Inspection System (MIS) has been established, functioning, and regularly monitored and documented by the concerned LGU;

### **3. Assessment Process Flow (ANNEX A4)**

The procedures to be followed by the NMIS assessors/validators are as follows:

- a. A letter informing the Local Chief Executive through the LGU Veterinarian/



Agriculturist/Meat Inspector shall be sent to the concerned LGU to be assessed at least two weeks before the scheduled validation date (ANNEX 5).

- b. Make a courtesy call to the Local Chief Executive (LCE) or his representative.
- c. Conduct an Opening Meeting with the PVO/CVO/MAO/MI/other LGU officials, and stakeholders. The team leader shall introduce the NMIS team members and explain the purpose and procedure of the validation/assessment process.
- d. The team members shall conduct first an initial information gathering through interview of the meat inspection officers (Vets & MIs), staff, meat establishment workers, and external stakeholders (market meat vendors/dealers, meat handlers, meat distributors, and other persons involved in the meat business).
- e. Thereafter, the team shall proceed in the conduct of ocular inspection of the meat establishment/s, LGU MIS facilities and meat inspection and hygiene PPEs, implementation of policies on meat inspection and hygiene, and other MIS components;
- f. The Closing Meeting shall be conducted to discuss the assessment findings with the PVO/CVO/MAO/MI/other LGU officials, and stakeholders, and to get the commitment and acknowledgement of result by the concerned LGU. The tentative schedule for the next assessment, where applicable, shall be scheduled by the concerned LGU.
- g. Validation/Assessment Report
  - g.i) The NMIS Team shall submit within three (3) days after validation/assessment the result to the Executive Director for signature and approval.
  - g.ii) Within three (3) days, the approved report shall be sent to the concerned LGU (ANNEX A6 and ANNEX A7).

If Compliant, the ARD shall prepare the LGU compliance certificate.

If Not Compliant, a list of the deficiencies, recommended action/s, and schedule of the re-validation by the NMIS team shall be stated in the letter to the concerned LGU.

- h. The list of Compliant LGU MIS shall be uploaded in the NMIS website.

#### **G. TOP MANAGEMENT FINAL ASSESSMENT**

1. The endorsed report by the Joint CO-RTOC Assessment/Validating Team shall be reviewed by the TWG on LGU MIS Assessment at the Central Office.
2. The ARD shall present the assessment report, prepare the TWG's resolution and letter to the LCEs, and submit to the Office of the Executive Director for signature



and approval.

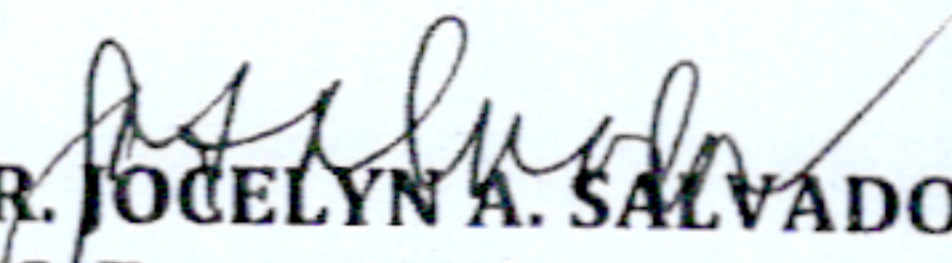
**H. RE-ASSESSMENT OF LGUs WITH NON-CONFORMANCES**

1. The validated LGUs with non-conformances shall correct the observed deficiencies as soon as possible.
2. The MSDCPD shall schedule and inform the non-compliant LGU of the re-validation of the meat inspection system. The entire assessment/validating procedures shall be repeated by the NMIS assessment team.

**I. RESULT-BASED MONITORING AND EVALUATION (RBME)**

The MSDCPD together with the regional focal persons shall conduct an annual RBME of the implementation of the LGU meat inspection system to determine continued compliance to the national standards.

This Circular shall take effect upon approval.

  
**DR. JOCELYN A. SALVADOR, MPM**  
OIC, Executive Director



**ANNEX A1 - LGU MIS VALIDATION CHECKLIST**  
**RTOC \_\_\_\_\_**

**Name of**  
**LGU:** \_\_\_\_\_ **Province** \_\_\_\_\_ **HUC** \_\_\_\_\_ **ICC** \_\_\_\_\_ **Mun** \_\_\_\_\_ **Date:** \_\_\_\_\_

| ITEM  | YES | NO | REMARKS |
|---|-----|----|---------|
| Filled-up Validation Form - <b>ANNEX A1</b>                     |     |    |         |
| LGU Meat Inspection System Operations Manual                    |     |    |         |
| <b>Containing the Following:</b>                                |     |    |         |
| Historical Background of LGU Meat Inspection Service            |     |    |         |
| Copy of Ordinance on -  |     |    |         |
| a. Meat inspection/food safety,                                 |     |    |         |
| b. Fees and charges,  |     |    |         |
| c. Other relevant ordinances, Specify                           |     |    |         |
| Organizational Structure and Staffing Pattern - <b>ANNEX A2</b> |     |    |         |
| Copy of Personal Data Sheet (PDS) of MIOs -                     |     |    |         |
| a. No. of Veterinarian/s =                                      |     |    |         |
| b. No. of Meat Inspector/s =                                    |     |    |         |
| c. No. of other technical employees =                           |     |    |         |
| Copy of BMIC Completion Certificates of MIOs -                  |     |    |         |
| a. No. of Veterinarian/s =                                      |     |    |         |
| b. No. of Meat Inspector/s =                                    |     |    |         |
| c. No. of other technical employees =                           |     |    |         |
| Assessment of LGU Meat Inspection System (MIS) -                |     |    |         |
| a. Humane handling,   |     |    |         |
| b. Ante-& Post-mortem Inspections - <b>ANNEX A3</b>             |     |    |         |
| c. Good Manufacturing Practices (Approved Manual),              |     |    |         |
| d. Sanitation Standard Operating Procedures (Approved Manual),  |     |    |         |
| e. Hazard Analysis Critical Control Point                       |     |    |         |



|   |  |  |  |
|---|--|--|--|
| Program (Approved Manual),  |  |  |  |
| f. Registration of MTVs (List of MTVs)  |  |  |  |
| g. Licensing of butchers, vendors/dealers, other workers (List and Attendance to the Meat Handling & Storage Orientation Seminar) |  |  |  |
| h. Enforcement (Special Order and number of enforcers)  |  |  |  |
| i. Residue Control Program (Residue Monitoring records),  |  |  |  |
| j. Laboratory examination (Laboratory records)  |  |  |  |
| j.1) LGU-owned Lab  |  |  |  |
| j.2) Outsource/third party  |  |  |  |
| j.3) Others, Specify  |  |  |  |
| 3 or 5 Year LGU MIS Strategic Plan  |  |  |  |
| Meat Establishment Roadmap or Master Plan   |  |  |  |
| Capability Building Plan  |  |  |  |
| Access to Information - LGU MIS Website   |  |  |  |
| Communication Plan -  |  |  |  |
| a. Internal Stakeholders  |  |  |  |
| b. External External Stakeholders   |  |  |  |
| 3 or 5 Year Meat Inspection Financial Plan (WFP)  |  |  |  |
| LGU MIS Result-Based Monitoring & Evaluation (RBME)   |  |  |  |
| Name & Signature:   |  |  |  |
| <b>NMIS Validator:</b>  |  |  |  |
| _____Date:_____   |  |  |  |
| <b>LGU Validated:</b>   |  |  |  |
| _____Date _____   |  |  |  |



PROVINCE \_\_\_\_\_ /HIGHLY URBANIZED CITY \_\_\_\_\_ /INDEPENDENT COMPONENT CITY \_\_\_\_\_

[illegible]



# ANNEX A3 - MEAT ESTABLISHMENTS

PROVINCE \_\_\_\_\_ /HIGHLY URBANIZED CITY \_\_\_\_\_ /INDEPENDENT COMPONENT CITY \_\_\_\_\_

| Meat Establishment             | Accreditation/<br>LTO | Address | Gov't-<br>Owned | Private<br>ME | Gov't-<br>Pvt<br>Partner<br>ship | Assigned<br>Licensed &<br>Trained<br>Veterinarian | Assigned<br>Trained<br>Meat<br>Inspector | Food<br>Animals<br>Slaughtered | No. of<br>Head<br>Per Day | REMARKS |
|--------------------------------|-----------------------|---------|-----------------|---------------|----------------------------------|---|--|--------------------------------|---------------------------|---------|
| SLAUGHTERHOUSE                 | No. of AAA =          |         |                 |               |                                  |   |  |                                |                           |         |
|                                | No. of AA =           |         |                 |               |                                  |   |  |                                |                           |         |
|                                | No. of LRME =         |         |                 |               |                                  |   |  |                                |                           |         |
| POULTRY<br>DRESSING PLANT      | No. of AAA =          |         |                 |               |                                  |   |  |                                |                           |         |
|                                | No. of AA =           |         |                 |               |                                  |   |  |                                |                           |         |
|                                | No. of LRME =         |         |                 |               |                                  |   |  |                                |                           |         |
| MEAT CUTTING<br>PLANT          | No. of AAA =          |         |                 |               |                                  |   |  |                                |                           |         |
|                                | No. of AA =           |         |                 |               |                                  |   |  |                                |                           |         |
|                                | No. of LRME =         |         |                 |               |                                  |   |  |                                |                           |         |
| COLD STORAGE<br>WAREHOUSE      | No. of AAA =          |         |                 |               |                                  |   |  |                                |                           |         |
|                                | No. of AA =           |         |                 |               |                                  |   |  |                                |                           |         |
|                                | No. of LRME =         |         |                 |               |                                  |   |  |                                |                           |         |
| MEAT<br>DISTRIBUTION<br>CENTER | No. of AAA =          |         |                 |               |                                  |   |  |                                |                           |         |
|                                | No. of AA =           |         |                 |               |                                  |   |  |                                |                           |         |
|                                | No. of LRME =         |         |                 |               |                                  |   |  |                                |                           |         |

Filled-Up By : \_\_\_\_\_ Date : \_\_\_\_\_  
(Signature Over Printed Name)



# ANNEX A4 – LGU MIS ASSESSMENT PROCESS FLOW

| Flow Chart   | Responsible                         | Details   |
|--|-------------------------------------|---|
| Schedule the date of the assessment and send notice letter to the LCE                    | RTOC                                | STEP 1. Receive the kit to be used in the assessment and validation of the LGU MIS from MSDCPD  |
| Opening Meeting with LCE/Rep & Other LGU Officials, Stakeholder & NMIS Team              | JOINT RTOC & CO (joining virtually) | STEP 2. WHO: Introduce the members of the Joint CO-RTOC team<br>WHAT: Present the purpose of the assessment & evaluation<br>HOW: Present briefly the assessment procedure   |
| Walk the Talk – Grp 1 Document review; Grp 2 Observation of LGU MIS operation in “AA” ME | JOINT RTOC & CO (joining virtually) | STEP 3. Forward to MSDCPD in real time all filled-up forms and materials gathered from the LGU MIS – Annex A1, Annex A2, All other documents                                |
| Consolidation of findings  | JOINT RTOC & CO (joining virtually) | STEP 4. Consolidate all findings, summarize all observed non-conformances, and prepare summary report for the closing meeting   |
| Closing Meeting with concerned LGU Officials, Stakeholder, & NMIS Team                   | JOINT RTOC & CO (joining virtually) | STEP 5. WHAT: Inform them of all non-conformance (NC); Ask for LGU's commitment when the NC/s will be complied;   |
| Review and Endorsement to Executive Director   | DTP TWG                             | STEP 6. Review of collated and findings during assessment; sign the resolution endorsing the LGU MIS certification; & prepare letter to LCE with non-conformances to comply |
| Exec. Dir. Signature   | DTP TWG Secretariat                 | STEP 6. Forward to OED for signature and approval   |
| Distribute Approved Cert/Letter  | Records                             | STEP 7. Compliance Certificate (CC) for distribution during the NMIS MSCW celebration   |
| Re-validation of concerned LGUs with non-conformances                                    | JOINT RTOC & CO (joining virtually) | STEP 8. WHAT: Inform concerned LGU of the re-validation activity  |
| END  | MSDCPD, ARD, POSMD                  | STEP 9. File copy of approved Compliance Certificate, cc: RTOC, MSDCPD, ARD, POSMD; Records. Uploading of certified LGUs in the NMIS website                                |