



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
NATIONAL MEAT INSPECTION SERVICE
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MEMORANDUM CIRCULAR NO. S-2011-9

TO : **ALL CONCERNED**

FROM : **ATTY. JANE C. BACAYO, DVM, MPA**
Executive Director

SUBJECT : **I. Terms of Reference in the Performance of Inspection Services, and**
II. Mode of Compensation for Extended Services Rendered Beyond Regular Duty Hours

DATE : July 26, 2011

With the office objective to put in place a comprehensive procedural scheme in the delivery of inspection service and provide just compensation due to our personnel for extended services rendered beyond regular duty hours, the following provisions are hereby set for your information and compliance.

I. Terms of Reference in the Performance of Inspection Services

1. For "AAA" Meat Establishments with primary/slaughtering operation such as SLH and PDP, there shall be an MCO to render direct supervision over meat inspection and meat hygiene.
2. For "AAA" & "AA" Meat Establishments with secondary/further processing such as MCP, MPP and CS, there shall be a technical officer to render technical supervision to ensure GMP and HACCP compliance and certify the products for distribution in relation to multi-tasking and circuit inspection.
3. "AA" meat establishments with inter-provincial distribution, shall be manned either by NMIS organic or deputized technical officer. For "AA" Meat Establishments without inter-provincial distribution, LGU meat inspectors shall conduct inspection and certify the products.
4. For inspection activities such as but not limited to opening and inspection of container vans which may or may not have estimated time of arrival or definite schedule, compensation for the technical personnel services shall be covered by the following provisions.
 - a. Arrival & Inspection of container vans during office hours (8:00am -5:00pm) is not covered by additional compensation



- b. Container van arriving after 5:00pm Saturdays, Sundays and holidays shall be charged per container as payment for inspection services rendered.

II. Mode of Compensation for Extended Services Rendered Beyond Regular Duty Hours

1. Payment of services shall follow the herein procedure:

Step 1. The operator of accredited meat establishments shall submit to the NMIS Regional Director by email or fax to the Regional Office the schedule of operation of their meat establishment.

Step 2. The NMIS Regional Office, in consultation with the establishment operator shall determine the a) regular operating hours and b) extended operating hours of the establishment.

Step 3. The NMIS Plant officer shall maintain the written request as basis for:

- NMIS billing to the account of the requesting party
- Claim for the overtime pay (as documentary support attached to the voucher of the NMIS Plant Officer)

Step 4. Payment from the owner of the goods (trader) shall be made to the meat establishment operator.

2. Scheduling of NMIS personnel shall be aligned with the actual ME time of operation. If operation requires rendering of services on Sat. and Sun, & Holidays, the RTD shall manage the scheduling of personnel to facilitate and cover the operations, eliminating overlaps and gaps of duty hours. These may warrant changing of rest/free day from Sat. & or Sun. to any regular working days.
3. NMIS organic or deputized MCOs and MIs shall certify and issue MMPIC for meat and meat products in every shipment from the point of origin to specific point of destination.
4. To improve monitoring of actual report to duty of NMIS personnel in support to payment of extra services rendered, NMIS personnel shall make use of the existing recording system of the meat establishment.
5. For primary operations (SLH and PDP), an amount of Php100.00 per hour shall be charged for services rendered beyond eight (8) hours duty. (Memo Circular No.09-2006-3)
6. An amount of **Php 300.00 per container** shall be charged as payment for services rendered beyond eight hours duty.
7. For certifications of meat (carcasses) from primary meat operations (SLH & PDP):
Step 1. **Accomplishing/filling-up of Meat and Meat Products Inspection Certificate (MMPIC) shall be the responsibility of the Meat Establishment management.**
Step 2. **The same accomplished/filled-up MMPIC shall be authenticated by the technical personnel/inspector by affixing his/her signature upon issuance of the certificates by Meat Establishment.**