



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
NATIONAL MEAT INSPECTION SERVICE
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MEMORANDUM CIRCULAR No. 9-2006-3

GUIDELINES ON THE GRANT OF COMPENSATORY ALLOWANCE TO NMIS PLANT OFFICERS ASSIGNED AT MEAT ESTABLISHMENTS REQUESTING FOR EXTENDED SUPERVISION DURING ITS OPERATION

Pursuant to DA-Administrative Order No. 22, series of 2004 entitled, *Adopting the "No Inspector, No Slaughter Policy in Meat Establishments and Prescribing an Overtime Compensation System for Plant Officers"* and Memorandum Circular No. 05-2005-6, series of 2005 on the *"Guidelines on the Extended Operation Scheme of Meat Establishments Providing Overtime Compensation to NMIS Plant Officers Assigned Thereat"*, this guideline, in conjunction with the aforesaid policies shall provide for the implementation of the compensatory allowance which shall hereby be adopted:

1. GUIDELINES

1. The physical presence of the plant officer in any meat establishment requiring the Extended Operation Scheme (EOS) to perform meat inspection service is mandatory;
2. The compensatory allowance can only be availed of by any plant officer who has rendered the required forty (40) hours per week in her or his assigned meat establishment;
3. A maximum of sixty (60) hours per month shall be allowed to plant officers to be granted a compensatory allowance;
4. The compensatory allowance for plant officers shall be paid in the amount of **One Hundred Pesos (P100.00) per hour.**


2. REPEALING CLAUSE

Provisions of existing office orders and circulars, which are not consistent with these guidelines are hereby repealed and/or modified accordingly.

3. EFFECTIVITY

This guidelines shall take effect immediately and shall remain in full force and effect unless otherwise amended.

Issued this 5th day of September, 2006 at Quezon City.


MINDA S. MANANTAN
OIC, Executive Director

GININTUANG MASAGANANG ANI

Go Modern Agriculture

05 SEP 2006 *francis fuent*

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



ADMINISTRATIVE ORDER

No. 22

Series of 2004

SUBJECT: Adopting the "No Inspector, No Slaughter" Policy in Meat Establishments and Prescribing an Overtime Compensation System for Meat Plant Officers

WHEREAS, the NMIC is the sole national controlling authority on all matters pertaining to meat & meat product inspection and meat hygiene and is mandated to supervise and control meat inspection in all meat establishments engaged in domestic trade and to certify the fitness for human consumption of meat and meat products intended for distribution outside of the province or of the independent city;

WHEREAS, Executive Order No. 292 (Administrative Code) requires all government employees to render not less than eight (8) hours of work a day for five (5) days a week excluding Saturdays, Sundays and Holidays; and further provides that when the interest of service so requires, the daily hours of work of employees may be extended by the Head of the Agency provided that work in excess of eight (8) hours must be compensated;

WHEREAS, operation in accredited meat establishment normally continues even during Saturdays, Sundays and Holidays;

WHEREAS, Her Excellency, President Gloria Macapagal-Arroyo has issued Administrative Order No. 103 ordering a wide range of cost-cutting measures including limited foreign and local travels, ban on additional benefit and suspension of overtime pay;

WHEREAS, any direct association between the meat inspector and establishment operator relative to payment of overtime service may be misconstrued as conflict of interest and therefore should be discouraged.

NOW, THEREFORE, for and in consideration of the above-cited premises, I, Secretary Arthur C. Yap, do hereby direct the adoption of the "No Inspector, No Slaughter" policy in meat establishments pursuant to the provisions set forth in Republic Act 9296.

It is further directed that a Meat Inspection Overtime Compensation System be instituted to respond to the operational requirement of the livestock and meat industry beyond the 8 hours, 5 days work week. The National Meat Inspection Commission shall issue the implementing guidelines for the operationalization of the scheme ensuring compliance to accounting and auditing rules and regulations.

Done this 11th day of October, 2004 at Quezon City, Philippines

ARTHUR C. YAP
Secretary

Recommending Approval:

EFREN C. NUESTRO
Executive Director
National Meat Inspection Commission

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MEMORANDUM CIRCULAR No. 05-2005-6
Series of 2005.

**GUIDELINES ON THE EXTENDED OPERATION SCHEME OF MEAT
ESTABLISHMENTS PROVIDING OVERTIME COMPENSATION TO NMIS
PLANT OFFICERS ASSIGNED THEREAT**

Pursuant to DA-Administrative Order No. 22, Series of 2004 re: *Adopting the "No Inspector, No Slaughter Policy in Meat Establishments and Prescribing an Overtime Compensation System for Meat Plant Officers"* signed by Secretary Arthur C. Yap on October 11, 2004, this guidelines is hereby issued in compliance thereto.

I. DEFINITION OF TERMS

1. Extended Operating Hours – means the time outside of the regular operating hours when a meat establishment needs to operate and therefore requires the presence of a NMIS Plant Officer.
2. Meat establishment – means slaughterhouse, poultry dressing plant, meat processing plant, cold storage or meat cutting facility.
3. NMIS Plant Officer- a field personnel under the employ of the National Meat Inspection Service (NMIS), assigned in meat establishments to undertake meat inspection and oversee the implementation of the policies, rules and regulations of the NMIS.
4. Regional Special Collecting Officer (RSCO)– a duly designated personnel of NMIS tasked to receive payment from creditors, deposit the collection in government depository banks and submit report of collection.
5. Regular Operating Hours – means the period when a meat establishment is considered to be in routine operation but not to exceed forty (40) hours per week and the presence of a NMIS Plant Officer is required.
6. Statement of Account – an official form issued by the NMIS stating purpose of payment and amount demanded.

II. GENERAL PROVISION

1. All accredited meat establishments under NMIS inspection shall be covered by the Extended Operation Scheme (EOS).
2. Registered importers and traders may likewise request for inspection under EOS.



3. The Extended Operation Scheme shall apply when meat establishment operation requiring the presence of NMIS Plant Officer goes beyond the eight (8) hours and five (5) days per week or forty (40) hours per week as provided under Civil Service Rules or when there is a need for overtime to avoid delay or disruption in the operation or to facilitate trade.

III. REQUEST FOR EXTENDED INSPECTION

1. The operator of accredited meat establishments shall submit to the NMIS Regional Office the schedule of operation of their establishment.
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.
3. In the event inspection is needed beyond the eight (8) hour, 5 days per week regular operating hours, the establishment operator, importer, exporter or trader shall submit a written request for extended operating hours to the NMIS Plant Officer assigned thereat.
4. The NMIS Plant Officer shall maintain the written request as the basis for:
 - a. NMIS billing to the account of the requesting party;
 - b. Claim for overtime pay (as documentary support attached to the voucher of the NMIS Plant Officer).
5. The NMIS Plant Officer, as well as the establishment security officer, shall maintain records of NMIS attendance.

IV. BILLING AND PAYMENT BY ESTABLISHMENT OPERATOR

1. The NMIS Plant Officer shall prepare a summary of extended operating hours wherein overtime was rendered at the end of the month. Copies of the request for overtime duly signed by the operator /requesting party shall be attached to the summary report.
2. The NMIS Plant Officer shall be responsible for the submission of the accomplished summary report to the Regional Special Collecting Officer for proper billing of requesting plant operator.
3. All billing and collection under the Extended Operation Scheme as well as the Overtime Compensation shall be regionally administered:
 - a. A Statement of Account (SOA) shall be prepared by the Regional Special Collecting Officer and noted by the Regional Director based on the accomplished summary report prepared by the NMIS Plant Officer

- b. The Regional Special Collecting Officer shall issue the accomplished SOA to the requesting plant operator.
- c. Payment of services must be made within five (5) days from receipt of SOA.
- d. All collections made by the Regional Special Collecting Officer under the EOS shall be deposited under Trust Fund Account No. 3212-1001-36.
- e. The Regional Special Collecting Officer shall reflect all aforementioned collections on a separate monthly Report of Trust Collection. A copy of the summary of extended operating hours report shall be attached.
- f. A copy of Report of Trust Collection shall also be submitted to NMIS Central Office Accounting Section every 10th day of the succeeding month together with the regular monthly Report of Collection.
- g. All amounts collected under the EOS shall accrue to the Trust Fund for the purpose.

V. PAYMENT OF OVERTIME TO PLANT OFFICERS

1. The NMIS Plant Officer concerned shall prepare a voucher to claim payment of overtime to which a copy of the request from the plant operator shall be attached.
2. The Regional Special Collecting Officer shall properly certify the receipt and deposit of payment made by the plant operator. The RSCO shall append a copy of the deposit slip as supporting document to the claim.
3. The Regional Director shall append his signature on the voucher to indicate review and evaluation of claim.
4. All vouchers shall be forwarded to Central Office for processing and payment.
5. In the event of non-settlement of account by the operator/requesting party, this shall be duly noted and be the basis for action on future requests, attesting to the veracity of the claim

Issued this 16th day of May 2005.


EFREN C. NUESTRO
Executive Director

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