



**MEMORANDUM CIRCULAR No.** 9-2007-17  
Series of 2007.

**SUBJECT :** **GUIDELINES ON THE PAYMENT OF NMIS INSPECTOR'S TRAVELLING EXPENSE RELATIVE TO SPECIAL AUDITS AMENDING MEMORANDUM CIRCULAR NO. 10-2006-7**

**DATE :** **17 September 2007**

Pursuant to DA-Administrative Order No. 9 Series of 2005 re: Mandatory Application of Hazard Analysis Critical Control Point (HACCP) program in all NMIS Accredited "AAA" Meat Establishments and DA-Administrative Order No. 21, series of 2004 on the "Mandatory Application of Good Manufacturing Practices (GMP) in all NMIS Accredited "AA" Meat Establishments and other special audits that may be requested by the meat establishment, this Circular is hereby issued for guidance to all concerned.

#### I. DEFINITION OF TERMS

1. Good Manufacturing Practice (GMP)- are minimum sanitary and processing requirements.
2. Hazard Analysis Critical Control Point (HACCP)- is a food safety system that identifies, evaluates and control hazards, implements effective control measures and monitoring procedures.
3. Meat Establishment (ME)- means slaughterhouse, poultry dressing plant, meat processing plant, cold storage or meat cutting plant.
4. Statement of Account (SOA)- an official form issued by NMIS stating purpose of payment and amount demanded.
5. Special Collecting Officer (SCO) – a duly designated personnel of NMIS tasked to receive payment from creditors, deposit the collection in government depository banks and submit report of collection.
6. Auditors- are trained NMIS inspectors on GMP, SSOP and HACCP auditing activities.
7. Special Audits- are inspections relative to particular concerns including but not limited to GMP, SSOP and HACCP certification.
8. *Traveling expense- includes cost of transportation, per diem and other necessary expenses related to the activity necessary for the conduct of GMP, SSOP and HACCP audit and other special audits of meat establishments. (ADDED PROVISION)*



## II. GENERAL PROVISIONS

1. All accredited meat establishments under NMIS inspection and recipients of NMIS service are covered by this guideline.
2. The payment scheme shall apply when a meat establishment is subjected to Special Audit such as GMP, SSOP and HACCP audit; accreditation and other special audits.

## III. REQUEST FOR SPECIAL AUDIT

1. The operator/owner/plant manager shall submit its request for NMIS to conduct audit on their meat establishment to the regional office that shall endorse the same to NMIS central office.
2. Said request shall state 1) the particular audit requested 2) and the date and place of special audit to be performed. The request shall be concurred by NMIS inspector assigned to do the audit.
3. The Central Office shall send a letter of confirmation and audit schedule to the requesting party.

## IV. TRAVELLING EXPENSES

1. Travelling expenses of NMIS personnel during the regular yearly GMP & HACCP compliance audit shall be charged to NMIS funds, subject to existing accounting & auditing rules & regulations.
2. Succeeding audits such as surveillance/validation audit and close-out audit or verification of instituted corrective measures in the non-conformances identified shall be charged to the applicant.

## V. BILLING AND PAYMENT BY MEAT ESTABLISHMENT OPERATOR

1. The of special audit shall be scheduled as early as possible within one (1) month from date of request unless request.
2. The estimate of traveling expense shall be prepared by the concerned division conducting the said audit subject to the approval of the Executive Director.
3. The NMIS auditor's traveling expense shall be centrally administered by the Accounting Section at Central Office.
  - a. Statement of Account based on computed traveling expense prepared by the concerned inspector and verified correct by internal audit shall be issued by the Accounting Section to the operator/owner/plant manager. A duplicate copy shall be sent to the regional office (Attention: Special Collecting Officer) and the triplicate copy shall be kept by the Accounting Section.
  - b. Payment of traveling expense shall be issued preferably by cheque, payable to NMIS two (2) weeks before the actual date of audit. Cheques maybe paid either to the SCO at the regional office or to the Cashier at Central Office.