



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
NATIONAL MEAT INSPECTION SERVICE
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15 October 2010

NMIS MEMORANDUM CIRCULAR

NO. 10-2010-9

Series of 2010.

SUBJECT: REGISTRY OF LGU MEAT INSPECTION PERSONNEL

Pursuant to the provisions of Republic Act No. 9296 otherwise known as the Meat Inspection Code of the Philippines of 2004 and its Implementing Rules and Regulations, Republic Act No. 7160 otherwise known as the Local Government Code of 1991 and Executive Order No. 137 Series of 1993, the herein guidelines are prescribed in the keeping, maintenance and updating of the Registry of LGU Meat Inspection Personnel.

A. OBJECTIVES

1. To address the need for a baseline data on existing meat inspection personnel at the local government level.
2. To provide basis in the development of programs for capacity-building of meat inspection personnel at the local government level.
3. To provide ready reference in drafting future programs such as networking and inter-LGU enforcement.
4. To strengthen accountability of meat inspection personnel in the performance of their function.

B. DEFINITION OF TERMS

1. LGU Meat Inspection Service (MIS) - refers to the established meat inspection system in the LGUs, namely, the provincial (PMIS), city (CMIS) and municipal (MMIS) that shall be under the Office of the Provincial, City and Municipal Veterinarian or whosoever directly supervises the local MIS.
2. LGU Meat Inspection Personnel – refers to persons employed or assigned by the LGU for the conduct of meat inspection work and for the control of meat hygiene; includes meat control officer and meat inspector.

3. LGU Meat Control Officer (LMCO) – refers to an inspector who is professionally qualified as a veterinarian duly appointed or designated by the LGU and is responsible for the supervision and control of meat hygiene including meat inspection.
3. LGU Meat Inspector (LMI) – refers to a professionally qualified and properly trained officer, duly appointed or designated by the LGU for the conduct of meat inspection and control of hygiene under the supervision of a veterinary inspector.

C. GENERAL PROVISIONS

1. All City or Municipal personnel tasked to conduct meat inspection in the locality shall be officially appointed or designated by the local chief executive.
2. All personnel employed in livestock and meat inspection shall undergo training and have accreditation from NMIS as per Section 6(b) of EO 137 Series of 1993.
3. Registration of local meat inspection personnel shall be renewed every three (3) years.

D. REGISTRATION

1. The following documentary requirements shall be submitted:
 - a. copy of Appointment or Designation Order by the Local Chief Executive;
 - b. Health Certificate issued by a government physician not more than 1 yr from date of issue;
 - c. Certificate of Completion to the Basic Meat Inspection Training Course conducted by the NMIS
 - d. Certificate of Completion to the Orientation on Good Hygienic Slaughtering Practices (GHSP);
 - e. Two (2) identical passport size photograph (white background) taken not more than six months from the filing of application; and
 - f. Accomplished application form for registration

2. Procedure

- a. Applicants shall secure application form for registration of meat inspection personnel (Form 1) from the NMIS Regional Office, NMIS website or from the Provincial Meat Inspection Service (PMIS).
- b. The application shall be endorsed by the head of the PMIS/CMIS/MMIS or whosoever directly supervises the local MIS.
- c. Duly accomplished application form together with documentary requirements shall be submitted to the NMIS Regional Office in person, by mail, fax or by electronic mail.
- d. Only applications with complete documentary requirements shall be processed by the NMIS Regional Office. NMIS may



conduct verification of submitted requirements for authentication.

- e. NMIS Regional Office shall endorse application to Central Office through Locally Registered Meat Establishment Assistance Service (LRMEAS) for approval of the Executive Director and issuance of permanent meat inspection personnel number and identification card valid for three years.
- f. The name of the registered meat inspection personnel shall then be entered in the Registry of LGU Meat Inspection Personnel.

E. UPDATING

- 1. The NMIS shall provide the Office of the Provincial Veterinarian a copy of the list of LGU Meat Inspection personnel in the region for validation and ready reference.
- 2. The NMIS shall make the registry readily available to the public through its website.

So ordered.


ATTY JANE C BACAYO, DVM, MPA
Acting Executive Director

REGISTRATION FORM FOR LOCAL MEAT INSPECTORS



Registration No: (Year-Month-Number ?) _____

NAME
Family Name _____ Given _____ Middle Name _____

HOME ADDRESS
Street _____ Barangay _____
City/ Municipality _____ Province _____

DATE OF BIRTH _____ PLACE OF BIRTH _____
MARITAL STATUS _____ GENDER _____
HEIGHT (cm.) _____ WEIGHT (kg.) _____
HIGHEST EDUCATIONAL ATTAINMENT _____

NAME OF EMPLOYER _____
OFFICE ADDRESS _____
City/ Municipality _____ Province _____

STATUS OF APPOINTMENT [] PERMANENT [] DESIGNATED

NUMBER OF YEARS AS MEAT INSPECTOR _____

TRAININGS ATTENDED (RELEVANT TO MEAT INSPECTION)*

TITLE OF TRAINING	YEAR ATTENDED	CONDUCTED BY

* Use additional page if necessary

ENDORSED BY: _____
CITY/ MUNICIPAL VETERINARIAN OR SUPERVISOR

FOR NMIS USE ONLY:

DOCUMENTARY REQUIREMENTS SUBMITTED:

- [] Appointment and/or Designation by the Local Chief Executive
- [] Annual Health Certificate issued by the LGU Physician
- [] Certificate of Completion re Basic Meat Inspection Training Course
- [] Certificate of Completion re Orientation on Good Hygienic Slaughtering Practices (GHSP)
- [] Certificate of Completion of other relevant training
- [] Accomplished Registration Form for Local Meat Inspectors

DATE: _____ VERIFIED BY: _____
LRME FOCAL PERSON

REGION: _____

PROVINCIAL REGISTRY OF LOCAL MEAT INSPECTORS

As of _____

REGION: _____

PROVINCE: _____

CITY/ MUNICIPALITY: _____

No.	NAME OF MEAT INSPECTOR	ID NUMBER	STATUS OF EMPLOYMENT	NAME OF EMPLOYER	OFFICE ADDRESS	PLACE OF ASSIGNMENT

