

#### OFFICE OF THE SECRETARY

Elliptical Road, Diliman 1100 Quezon City +63(2) 8928-8741 to 64 and +63(2) 8273-2474

DA ADMINISTRATIVE CIRCULAR NO	
Series of 2024	

SUBJECT:

RULES AND REGULATIONS GOVERNING THE REGISTRATION AND OPERATION OF MEAT TRANSPORT VEHICLE (MTV) AND HYGIENIC HANDLING DURING LOADING, UNLOADING, AND TRANSPORT OF

**MEAT** 

WHEREAS, Section 2 of RA 9296, otherwise known as "The Meat Inspection Code of the Philippines", as amended by RA 10536, provides that it is the policy of the State to promulgate specific policies and procedures governing the flow of food animals, meat and meat-by-products through the various stages of marketing and the proper preservation and inspection of such products.

WHEREAS, Section 7 par. (b) of the same code provides that the Accreditation & Registration Division (ARD) of the National Meat Inspection Service (NMIS) shall be responsible for the accreditation of meat establishment, rendering facilities, meat transport vehicles, meat establishment contractors, fabricators and suppliers and third-party service providers and registration and certification.

**WHEREAS,** Republic Act No. 10611 (2013), otherwise known as the "Food Safety Act of 2013," was enacted to strengthen the food and safety regulatory system in the country, to protect consumers' health and facilitate market access of local foods and food products;

**NOW THEREFORE,** this Circular is hereby issued to provide rules and regulations in the registration and operation of Meat Transport Vehicles (MTV), as follows:

#### SECTION 1. SCOPE AND COVERAGE

This Circular shall apply to all meat transport vehicles used by owners, operators, meat dealers and service providers that are transporting meat and meat products.

#### **SECTION 2. DEFINITION OF TERMS**

The following definition of terms shall apply for the purposes of these Rules;

**Applicant** - any person, partnership, firm, cooperative, corporation, association, or any government agency/instrumentality desiring to engage in the establishment, operation and maintenance of shipping / transporting meat and meat products and by-products.

**Chilled Meat-** Meat with product temperature maintained at 0  $^{\rm o}$  C to 4  $^{\rm o}$  C. Chilled meat is held at these temperatures during cutting, processing, handling, transport, storage, and distribution.



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**Contamination** - any biological or chemical agent, foreign matter, or other substance not intentionally added to food which may compromise food safety or suitability.

**Control Measure** - refers to any action and activity used to prevent or eliminate food safety hazard or to reduce it to an acceptable level.

**Frozen Meat**- Meat with product temperature maintained at -12 ° C to -18 ° C. Frozen meat is held at these temperatures during cutting, processing, handling, transport, storage, and distribution.

**Food Safety** - assurance that food will not cause harm to the consumer when it is prepared and/or eaten according to its intended use.

**Good Hygienic Practice** - refers to all practices regarding the conditions and measures necessary to ensure the safety and suitability of food at all stages of the food chain.

**Meat**- refers to the fresh, chilled or frozen edible carcass including edible offal/by product derived from food animals.

**Meat Handler -** shall mean person directly involved in the preparation, transport and sale of meat and meat products.

**Meat Hygiene** - all conditions and measures necessary to ensure the safety and suitability of meat at all stages of the food chain.

**Meat Transport Vehicle (MTV)** - an enclosed conveyance facility used for the transfer of meat and meat products from one place to another in a hygienic manner. This includes a reefer container or cube container permanently assigned or attached to tractor head or prime mover.

**Newly Slaughtered Meat** - refers to carcass and parts thereof obtained from newly slaughtered food animals that has not yet undergone any preserving process including chilling, freezing and quick freezing.

**NMIS Licensed Meat Establishment** - premises such as slaughterhouse, poultry dressing plant, meat cutting plant, meat distribution center and cold storage warehouse and other facilities approved and registered by the NMIS in which food animals or meat by- products are slaughtered, prepared, handled, packed or stored.

**Meat Transport Vehicle Sticker** - proof of registry of MTV authorized by NMIS to transport meat.

**Registered Meat Transport Vehicle** - MTV officially listed in NMIS/ LGU authorized to carry meat for transport.

**Traceability** - the ability to track meat and meat by products intended for human consumption through all stages of production and distribution.



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**NMIS Legal Affairs Unit (LAU)** - refers to the section of the NMIS which shall be responsible for the following: provide advice on all matters concerning the meat control or inspection system, provides NMIS and its personnel with legal assistance in litigation involving NMIS interest; conducts preliminary investigation on the basis of, and recommends the filing of appropriate legal and/or administrative actions on the basis of its finding.

## SECTION 3. GENERAL GUIDELINES FOR REGISTRATION

- 3.1 Any person, partnership, firm, cooperative, corporation, association, or any government agency/ instrumentality desiring to engage in the operation and maintenance of shipping/ transporting meat shall register their MTV with the NMIS prior to shipping/ transporting of said commodities.
- 3.2 The applicant shall file for registration or annual renewal in such form and manner as may be prescribed from time to time.
- 3.3 Only application for registration with complete and valid documentary requirements provided in Section 4 hereof shall be accepted and processed at the respective NMIS Regional Technical Operation Center (RTOCs).
- 3.4 The MTV shall solely and exclusively be used to transport meat to reduce the risk of cross contamination from previous cargoes.
- 3.5 The Certificate of Registration (COR) (Annex A) and sticker (Annex B) shall, unless sooner canceled or revoked, remain valid for one (1) year from the date of its issuance and is non-transferable to other vehicles.
- 3.6 In case of change of ownership and transfer of the MTV, its COR shall be deemed void ipso facto and shall be dealt with as a new applicant for MTV registration.
- 3.7 ARD shall be responsible for maintaining and updating data of all registered meat transport vehicles which shall be posted in the official website.

# SECTION 4. STANDARD REQUIREMENT FOR REGISTRATION

#### 4.1 General Requirements

Processing of the application for registration of MTV shall be at the NMIS Regional Technical Operation Centers (RTOC) where the MTV is principally operating. All forms and list of requirements can be secured at the said office for free, or can be downloaded at the NMIS official website.

The following shall be complete and valid upon submission to NMIS RTOC:

- 4.1.1 A filled-out application form, signed and endorsed by Accreditation and Registration Section (ARS) Focal for new applicant, and the assigned NMIS Meat Inspection Officer (MIO) for renewal.
- 4.1.2 Result of the MTV-Inspection Criteria Checklist (MTV ICC) accomplished by the assigned NMIS MIO or ARS Focal (Annex C).
- 4.1.3 Endorsement from one RTOC is required in case of transfer of application of MTV Registration to another RTOC.



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#### 4.2 Documentary Requirements for New and Renewal

- 4.2.1 Photocopy of certificate of registration (CR) and updated official receipt (OR) of vehicle from the Land Transportation Office indicating the MTV plate number.
- 4.2.2 Proof of ownership/ legal possession of vehicle (Notarized contract of lease or deed of sale, as may be applicable);
- 4.2.3 A Certificate of Completion (for the last 12 months) by the owner/manager, driver, handler to an NMIS sponsored/conducted orientation-seminar and evaluation on good hygienic practices on meat/food handling;
- 4.2.4 Valid health certificate/s of the porter and driver;
- 4.2.5 Clear colored photos of the MTV with a dimension of 7x5 cm (front, left & right-side view and back view-open door);
- 4.2.6 Clear colored photos of MTV with date, showing rear plate number and Meat Inspection Officer (MIO).

## 4.3 Procedures of Application for New and Renewal of MTV

- 4.3.1 The NMIS RTOC shall notify the applicant on the schedule of the mandatory orientation and evaluation for the issuance of certificate on good hygienic practice on handling of meat for MTV owners, drivers and handler as a requirement for the registration.
- 4.3.2 The RTOC MIO/ARS Focal shall verify the completeness and validity of the submitted application and supporting requirements and conduct MTV Inspection.
- 4.3.3 Applicant shall pay the corresponding fees to NMIS collecting officer upon endorsement of the NMIS MIO assigned or ARS Focal. Once payment is complete the COR application shall be endorsed by the ARS Focal to the RTD.
- 4.3.4 RTD shall recommend for the issuance of MTV COR with corresponding permanent identification number, and MTV sticker electronically signed by the Executive Director.
- 4.3.5 The applicant/owner shall comply with the prescribed markings (e.g. registration nos.) on the body of the MTV as required by the NMIS Central Office as part of traceability system (Annex D)
- 4.3.6 The issued MTV Sticker shall be displayed noticeably at the upper passenger side of the windshield.
- 4.3.7 Issuance of the MTV COR shall be maximum of three (3) working days upon compliance of the requirements provided in this AC.

# 4.4 Specific Requirements of MTV on Hygiene and Sanitation

The following shall be the minimum structural standards and sanitary requirements for the transport of meat.

- 4.4.1 The floors, walls and ceilings of MTV shall be made from impervious materials and kept in clean and sanitary condition;
- 4.4.2 MTV must be enclosed or so covered that the products are kept from any contamination;
- 4.4.3 Meat shall not be loaded in any means of transport used for live animals. Similarly, this shall not be loaded in MTV which has not been cleaned and





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- 4.4.4 Except when frozen and adequately wrapped, carcasses, quarters or sides shall be hunged on overhead rails during transport or placed in suitable racks or similar devices;
- 4.4.5 The compartment and door shall be dust proof and water -tight;
- 4.4.6 For meat carcass in whole, half or quartered, it shall be provided with rails and shelves to prevent direct contact from the floor.
- 4.4.7 Plastic curtains sufficiently overlapped shall be installed on doors to prevent entry of pests and control the temperature of the meat transport vehicle.
- 4.4.8 Provided with shatterproof lighting, where applicable.
- 4.4.9 Provision of by-product handling equipment and containers such as but not limited to hooks, shelves, racks and receptacles with closed lids/cover.
- 4.4.10 Frozen and Chilled meat shall be transported only in reefer van that is able to maintain the required product temperature of -18°C and 0°C to 4°C respectively.
- 4.4.11 Newly slaughtered meat may be transported in a non-insulated vehicle provided that the wholesomeness of meat is maintained from source up to destination.

# SECTION 5. HYGIENIC HANDLING DURING LOADING, UNLOADING AND TRANSPORT OF MEAT

The following shall be the minimum sanitary requirements for handling meat and shall be subject to validation, continuing monitoring and inspection by NMIS authorized personnel:

- 5.1 MTV accessories, and equipment shall be kept clean and free from dirt, debris, and any other substance or odor that may contaminate the products. It shall be disinfected as needed. Cleaning and sanitation procedures and monitoring records shall be kept at all times subject to verification;
- 5.2 Cargo pallets, crates, load securing devices, loading equipment such as but not limited to hooks, shelves, racks, receptacles with tight fitting lids shall be kept clean and free of potential food contamination and regularly washed and sanitized;
- 5.3 Equipment used in transferring meat such as hand trucks, conveyors, forklifts, pushcart and any other similar device shall be well maintained and kept in sanitary condition;
- 5.4 No tools and equipment, such as but not limited to push carts and spare tires, shall be coloaded inside the van;
- 5.5 Driver and helpers shall strictly observe personal hygiene before handling the meat and shall wear appropriate and clean personal protective equipment (PPEs);
- No person shall be allowed to stay in the compartment of the MTV where meat is kept at any time;
- 5.7 The engine of the meat transport vehicle must be turned off before and during the meat loading and unloading process, and all doors and lids shall be securely closed before the engine is started;
- 5.8 Before refueling, the doors or lids of the meat transport vehicle should be securely closed whether or not it is loaded;
- 5.9 Organs such as liver, heart, brains, lungs, kidneys clean tripe shall be transported in receptacles with tight fitting lid, which are water tight and easily cleaned and disinfected;





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- 5.10 Intestines, tripe, or other parts of an animal which may contaminate other meat or may have offensive odor shall be transported in receptacles which are watertight and easily cleaned and disinfected and close-fitting lids;
- 5.11 MTV shall be pre-cooled in accordance with the temperature requirement of the product and doors must be closed before its arrival in the loading area;
- 5.12 Maintain the required product temperature during transport which will be determined upon arrival to its destination;
- 5.13 The following, and such similar cleaning agents and disinfecting chemicals are recommended to be used in cleaning and disinfecting meat transport vans:

Cleaning Agents	Disinfecting Chemicals
<ul> <li>a. Sodium bicarbonate</li> <li>b. Sodium carbonate ( soda ash)</li> <li>c. Trisodium phosphate</li> <li>d. Soap</li> <li>e. Synthetic detergents (wetting agents)</li> </ul>	<ul> <li>a. Quaternary ammonium compounds (no aldehyde) (50ppm)</li> <li>b. Aqueous solutions of iodine (50 ppm)</li> <li>c. Sodium or calcium hypochlorite * (50ppm)</li> <li>d. Chloramine T* (50 ppm)</li> </ul>

Source: Sanitation Code of the Philippines

Non-compliance with the foregoing requirements shall be penalized under Section 9 in this AC.

# SECTION 6. REPLACEMENT OF MTV CERTIFICATE OF REGISTRATION AND/ OR MTV STICKER

MTV Operator/applicant shall submit a request letter indicating the reason and shall be supported by proof of evidence which shall not be limited to photos and certifications (e.g. Notarized affidavit of loss) for the replacement of MTV COR or MTV Sticker, and shall attach a properly filled-out application form.

#### **SECTION 7. FEES AND CHARGES**

The following fees and charges shall be collected in exchange of the services rendered in processing of MTV-COR and sticker:

Application fee (New/Renewal) - Php 500.00 Processing Fee - Php 200.00 Replacement Fee of MTV Sticker - Php 300.00

For late renewal of registration, additional fee of Php 100.00/month

\* application /replacement fee + processing fee

Fees and charges are subject to changes upon issuance of the new regulations.



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# SECTION 8. RESPONSIBILITY OF MTV OWNER AND/ OR OPERATOR AND THEIR AUTHORIZED MEAT HANDLER/DRIVER

In order to satisfy the requirement of meat safety laws and regulations, MTV owner and or Operator shall;

- 8.1 Ensure compliance to the provision of this AC.
- 8.2 Be proactive in monitoring sustained compliance to standards and relevant regulatory policies related to transport of meat.
- 8.3 Allow the authorized meat inspection officer to conduct inspection of the MTV.
- 8.4 Institute corrective action to all non-conformances observed by the meat inspection officer.
- 8.5 Ensure that the required prints in the MTV are maintained to be visible.
- 8.6 Ensure that meat to be transported are accompanied with MIC and or COMI issued by the authorized meat inspection officer.
- 8.7 Apply for the renewal of MTV COR within thirty (30) days from the validity period.

# SECTION 9. SUSPENSION OR REVOCATION OF THE MTV CERTIFICATE OF REGISTRATION (MTV COR)

## 9.1 Grounds for Suspension of MTV COR

MTV COR shall be suspended upon due notice and hearing with the following grounds;

- 9.1.1 Failure to comply with Section 5 of this Circular.
- 9.1.2 Failure to take adequate corrective measures for violations committed under Section 5 of this Circular.

Upon the recommendation of the Fact-Finding Committee (FFC) and approval of the Executive Director, Certificate of Registration (COR) shall be suspended for one (1) day to six (6) months depending on the severity and/or number of violations committed (ANNEX E).

## 9.2 Grounds for Revocation of MTV COR

- 9.2.1 Transporting meat coming from meat establishment without valid or expired NMIS License to Operate.
- 9.2.2 The MTV is found transporting other products (eg. non-food items, and other non- meat agri-products) other than meat.
- 9.2.3 Transportation of Hot Meat.
  - 9.2.3.a Meat from declared banned origin.
  - 9.2.3.b Transport of meat with fake, tampered, and forged or invalid COMI and or MIC
- 9.2.4 Adulterated meat as defined in RA 9296 as amended by RA 10536.
- 9.2.5 MTV owner and or operator found to have committed three (3) consecutive violations of section 5 of this AC.

Upon the recommendation of the Fact-Finding Committee (FFC) and approval of the Executive Director, revocation or Section 11 of this Circular or both shall apply.



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#### 9.3 Procedure for the Suspension and Revocation of MTV- COR

The Executive Director shall have the authority to suspend and or revoke the MTV- COR after due notice and hearing.

# 9.3.A Issuance of Notice to Explain to concerned MTV Operator/ Personnel

The NMIS RTOC shall issue notice to explain to concerned MTV Operator/Personnel within five (5) working days from apprehension and issuance of notice of violation. The notice shall contain the following:

A.1. Name of the Respondent owner or operator of MTV;

- A.2. The notice shall particularly and distinctly indicate the violation/s allegedly committed by the owner or operator of MTV under the law and the rules, in such a manner as for the respondent to adequately answer or respond to each of them. Documentary evidence/s shall be attached to the notice, if any;
- A.3. The date, time and venue where the case will be heard, which shall not be more than five (5) days from the issuance of notice to explain to the respondent;
- A.4. The signature of the Regional Technical Director;
- A.5. Order to submit his/her written explanation under oath attaching therein is evidences, and a warning that failure to attend or submit his/her said written explanation shall be deemed as a waiver of his/her right to be heard or due process and will not deter the continuation of the investigation against him without his participation.

The Office of the Executive Director (OED) shall be furnished with a clear copy of the Notice to explain as well as its attachments in pdf form through email on the day of its issuance.

# 9.3.B Conduct of Fact-Finding Investigation

- B.1 The Regional Technical Director (RTD) shall create a Fact-Finding Committee (FFC) who shall take note and record the attendance of the respondent and/or his/her counsel.
- B.2 During the investigation, the FFC shall receive the written explanation of the Respondent and all the evidence offered in support thereof.
- B.3 The RTD may conduct clarifications on the written explanation and evidence submitted by the Respondent.
- B.4 Upon termination of the fact-finding investigation, the RTD shall issue a report on the case, attaching all the documents and shall refer the same to the Office of Executive Director for further proceedings in accordance with Uniform Rules of Procedure of the NMIS within five (5) days thereof.





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The OED may refer the case to the NMIS LAU when necessary.

# 9.3.C Implementation and Issuance of Suspension and or Revocation Notice for MTV - COR

- C.1 The Suspension and/or Revocation Order shall become final and executory within five (5) days from receipt thereof by the Respondent.
- C.2 The concerned RTD shall, without delay, implement or enforce the order by causing the confiscation of the sticker and/or erase the signpost/mark of its NMIS registration number printed on the side body of the van.
- C.3 The Suspension or Revocation Order shall be served to the concerned MTV operators and or owners by personal service, mail or courier or electronic mail whichever is practicable under the circumstances.
- C.4 If the operators and/or owners are not available, then it shall be served upon their representatives, like the operations manager or in-charge of the operation of the MTVs. In any case, should they refuse to receive the Order, the server shall leave a copy to the operator, owner, or representative, and shall write on both service copy and receiving copy the phrase: "REFUSED TO RECEIVE" and indicate below the time and date of service.
- C.5 The Suspension shall be lifted upon institution of corrective actions to the cited violation and upon completion of the prescribed duration of suspension.

## SECTION 10. RE-APPLICATION AFTER REVOCATION

Owner and Operator whose registration has been revoked may re apply after one (1) year subject to compliance with this AC.

MTV with two (2) consecutive years of revocation shall not be allowed to re-apply and shall be considered as blacklisted.

## **SECTION 11. SANCTIONS AND PENALTIES**

The sanctions and penalties under Republic Act (RA) 9296 as amended by RA 10536 shall apply, particularly Section 56, Fines and Penalties – Any person who commits any of the prohibited acts mentioned under Section 48, 49, 50, 51, 52, 53 and 54 under Chapter XII of Republic Act 9296, or shall sell, transport, offer or receive for sale or transportation in commerce hot meat as herein defined, upon conviction, shall be punished by imprisonment of not less than six (6) years and one (1) day but not more



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than twelve (12) years or a fine of not less than One hundred thousand pesos (P100,000.00) but not more than One million pesos (P1,000,000.00) or both such fine and imprisonment upon the discretion of the court.

In addition to the above-cited provision, the penalties imposed by other applicable laws shall apply.

#### SECTION 12. REPEALING CLAUSE

All provisions of existing Memorandum Orders, Circulars, Implementing Rules and Regulations and other issuance's that are inconsistent with this Circular are hereby modified, revoked or repealed accordingly.

#### **SECTION 13. EFFECTIVITY**

This Administrative Circular shall take effect fifteen (15) days after its publication in an official gazette or newspaper of general circulation.

So Oi		
Done this	day of	, 2024

FRANCISCO P. TIU LAUREL JR Secretary

#### **ANNEXES**

Annex A- Certificate of Registration

Annex B- Sticker

Annex C- MTV Checklist

Annex D- Prescribed Marking in MTV

Annex E- Prescribed Duration of Suspension



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# **ANNEX A**

# Meat Transport Vehicle Certificate of Registration

This certifies that this Meat Transport Vehicle (MTV) with plate number, owned and/ or operated by, with business address at
having complied with the provision of Republic Act (RA) 9296 (Meat Inspection Code of the Philippines) as amended by RA 10536 and Executive Order No. 137, is duly registered to transport Meat and Meat by-products for domestic trade.
The Registration Number of the MTV is
This certificate will remain in force until unless canceled/revoked in accordance with applicable rules and regulations.
Issued thisday of at
Executive Director
Note: The MTV Registration Number shall be painted on both sides (NMIS CAR-3-789-1) (refer to Memo Circular)
OR No.:
Amount:
Date:









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ANNEX B

3"



# MEAT TRANSPORT VEHICLE STICKER

MTV Registration No.\_\_\_\_\_

Expiry Date \_\_\_\_\_
Issued at \_\_\_\_\_
Plate No.\_\_\_\_

O.R. No. \_\_\_\_

CLARITA M. SANGCAL, DVM

**Executive Director** 



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#### ANNEX E

## Prescribed Duration of Suspension

The following shall be the minimum sanitary requirements for handling meat and shall be subject to validation, continuing monitoring and inspection by NMIS authorized personnel. Any violation of the same shall be dealt with correspondingly.

PE	RIOD OF SUSPE	NSION
FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
ny ay be and ang to es, to ht of aly es, all	Suspension of five (5) days to one (1) Month	REVOCATION
ot oe		
g d	Suspension of one (1) day to fifteen	
1	FIRST OFFENSE  be ny aay be nd ng to  es, to ght of hts, all ry  ot be	be ny aay be nd ng to  es, to to the of ts, all ry  ot oe ly  OFFENSE  Suspension of five (5) days to one (1) Month  Suspension of one (1)  Suspension of one (1)





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<ul> <li>7. The engine of the meat transport van must be turned off before and during the meat loading and unloading process, and all doors and lids shall be securely closed before the engine is started.</li> <li>8. Before refueling, the doors or lids of the meat transport vehicle should be securely closed whether or not it is loaded.</li> </ul>	Reprimand	Suspension of one (1) day to one (1) month	
<ol> <li>Organs such as liver, heart, brains, lungs, kidneys clean tripe shall be transported in receptacles with tight fitting lid, which are water tight and easily cleaned and disinfected.</li> <li>Intestines, tripe, or other parts of an animal which may contaminate other meat or may have offensive odor shall be transported in receptacles which are watertight and easily cleaned and disinfected and close-fitting lids.</li> </ol>		Suspension of seven (7) days to three (3) months	
<ol> <li>MTV shall be pre-cooled in accordance with the temperature requirement of the product and doors must be closed before its arrival in the loading area.</li> </ol>	Reprimand	Suspension of seven (7) days to one (1) month	
12. Maintain the required product temperature during transport which will be determined upon arrival to its destination.	Reprimand	Suspension of ten (10) days to six (6) months	