



Republic of the Philippines  
DEPARTMENT OF AGRICULTURE  
**NATIONAL MEAT INSPECTION SERVICE**  
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**MEMORANDUM CIRCULAR**

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Series of 2016

**TO : ALL CONCERNED**

**FROM : THE OIC, EXECUTIVE DIRECTOR**

**SUBJECT : MEAT EXPORT PROCEDURES**

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This is to provide you the following Meat Export Procedures:

1. Licensing of meat exporter (direct exporter, trader, consolidator)
2. Accreditation of exporting meat establishment by foreign regulatory body
3. Issuance of export certificate

For your guidance.

  
Atty. BEATA H.O. OBSIOMA, PhD



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

**1. LICENSING OF MEAT EXPORTER (DIRECT EXPORTER,TRADER,CONSOLIDATOR) BY NMIS**

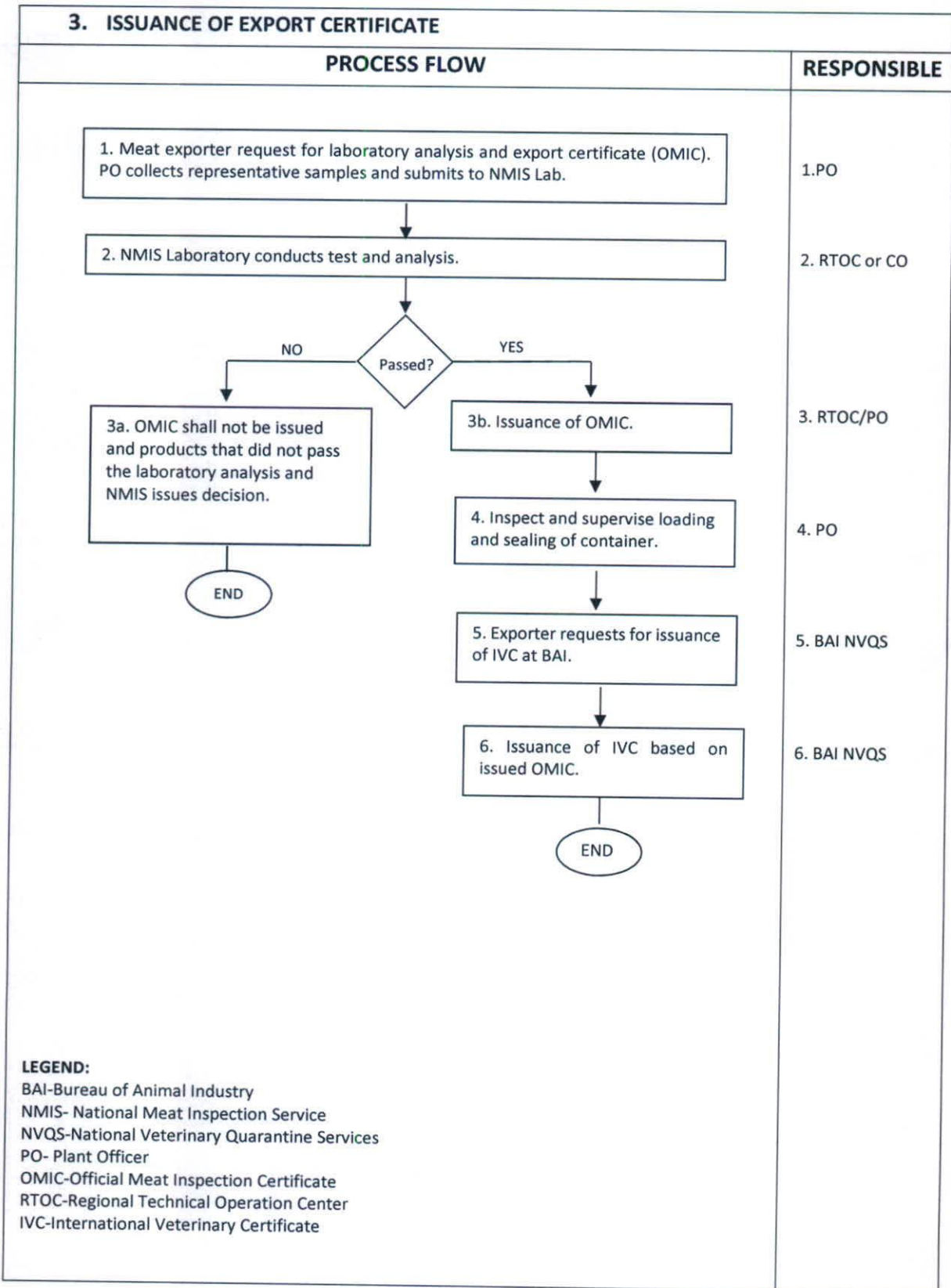
PROCESS FLOW	OFFICE	REQUIREMENTS
<p>1. Receives Letter of Intent (addressed to ED thru RTD) &amp; complete documentary requirements from exporter</p>	<p>1. RTOC MIES Focal</p>	<p>Direct Meat Exporter:</p>
<p>2. Endorse accomplished application to MIED</p>	<p>2. RTOC</p>	<p>a. Letter of intent (addressed to ED thru RTD)</p>
<p>3. Receives and verifies application. Conduct of on-site validation as needed. Compliant application is recommended to ARD for certification.</p>	<p>3. MIED</p>	<p>b. Notarized accomplished Application Form</p>
<p>4. Process LTO for final approval of the ED.</p>	<p>4. ARD and OED</p>	<p>c. CTC LTO of ME</p>
<p>5. Release of LTO at the Records Unit.</p>	<p>5. Records</p>	<p>d. CTC HACCP</p>
<p>END</p>		<p>e. Notarized Lease of Contract of DA Accredited CSW or proof of ownership</p>
		<p>f. Authorization to transact with NMIS from business entity (SPA for single proprietorship/Board Resolution for corporation)</p>
		<p>Meat Exporter Trader/Consolidator:</p>
		<p>a. Letter of intent (addressed to ED thru RTD)</p>
		<p>b. Notarized accomplished Application Form</p>
		<p>c. CTC Business Permit/Mayor's Permit</p>
		<p>d. CTC DTI or SEC Registration</p>
		<p>e. Notarized certification/authorization from the exporting meat establishment allowing them to export their products (list products)</p>
		<p>f. Notarized Lease of Contract of DA Accredited CSW or proof of ownership</p>
		<p>g. Authorization to transact with NMIS from business entity (SPA for single proprietorship/Board Resolution for corporation)</p>

**LEGEND:**

- ARD-Accreditation and Registration Division
- CO-Central Office
- ED-Executive Director
- LTO-License to Operate
- MIED-Meat Import Export Division
- MIES- Meat Import and Export Section
- NMIS-National Meat Inspection Service
- RTD-Regional Technical Director
- RTOC-Regional Technical Operation Center

## 2. ACCREDITATION OF EXPORTING MEAT ESTABLISHMENT BY FOREIGN REGULATORY BODY

PROCESS FLOW	RESPONSIBLE
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">1. Receipt of Letter of Intent addressed to the Office of the Secretary. The Secretary gives instructions to the concerned agency (BAI and NMIS).</div>	1. OSEC
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">2. BAI, with the concurrence of NMIS, endorses the EME application for market access to the FRB and requests requirements.</div>	2. BAI
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">3. Upon receipt of FRB's response, the FRB's requirements (Technical Questionnaire) will be routed to NMIS and BAI.</div>	3. BAI
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">4. BAI and NMIS accomplishes the requirements and BAI endorses it to the FRB for their review and approval.</div>	4. BAI and NMIS
<div style="text-align: center; margin-bottom: 5px;">                     Approval?                     <div style="display: flex; justify-content: space-around; width: 100%;"> <span>NO</span> <span>YES</span> </div> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <div style="width: 30%; border: 1px solid black; padding: 5px;">5a. Receive Notice of Disapproval.</div> <div style="width: 30%; border: 1px solid black; padding: 5px;">5b. Revise requirements and submits back to FRB.</div> <div style="width: 30%; border: 1px solid black; padding: 5px;">5c. Convene meeting and coordinates the schedule of the FIM on-site evaluation and EME pre-audit.</div> </div>	5. BAI and NMIS
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">6. Coordinate the schedule and itinerary of the FIM. Conduct pre-audit of EME and source farms to determine readiness for FIM visit.</div>	6. BAI and NMIS
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">7. Foreign Inspection Mission - onsite inspection and verification of meat establishments, farms, laboratories and institutions.</div>	7. BAI, NMIS and FRB inspectors
<div style="text-align: center; margin-bottom: 5px;">                     Approval?                     <div style="display: flex; justify-content: space-around; width: 100%;"> <span>NO</span> <span>YES</span> </div> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <div style="width: 30%; border: 1px solid black; padding: 5px;">8a. Receive notice of disapproval from FRB.</div> <div style="width: 30%; border: 1px solid black; padding: 5px;">8b. Comply to audit findings and submit a request for reconsideration.</div> <div style="width: 30%; border: 1px solid black; padding: 5px;">8c. Receive notice of approval and certificate of accreditation from FRB.</div> </div>	8. BAI, NMIS and OSEC
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">9. Receive CA and send copy to LME, BAI and NMIS, and prepares letter of appreciation to FRB.</div>	9. BAI, NMIS and OSEC
<p><b>LEGEND:</b></p> <ul style="list-style-type: none"> <li>BAI-Bureau of Animal Industry</li> <li>CA-Certificate of Accreditation</li> <li>DA-Department of Agriculture</li> <li>ED-Executive Director</li> <li>EME-Exporting Meat Establishment</li> <li>FIM-Foreign Inspection Mission</li> <li>FRB-Foreign Regulatory Body</li> <li>MIED-Meat Import and Export Division</li> <li>MIES- Meat Import and Export Section</li> <li>NMIS-National Meaty Inspection Service</li> <li>OSEC-Office of the Secretary</li> <li>POSMD-Plant Operation and Standards Monitoring Division</li> </ul>	



Approved by:

*Beata H.O. Obsioma*  
 Atty. BEATA H.O. OBSIOMA