



Republic of the Philippines
Department of Agriculture
BUREAU OF ANIMAL INDUSTRY
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MEMORANDUM ORDER

NO. 18
Series of 2024

**SUBJECT : PROPER DOCUMENTATION OF MEETINGS OF THE
BUREAU OF ANIMAL INDUSTRY**

To ensure smooth implementation and enable efficient monitoring of discussions, agreements and decisions at the Bureau, all employees are hereby directed to **properly document all the meetings** using the attached Minutes of the Meeting (MoM) template. This is essential for transparency and accountability, as these records serve as official documentation of meetings and can be used for future reference, particularly for audit and compliance checks.

The original approved MoM shall be forwarded to the BAI Records Section for appropriate archiving. The Records Section shall then send a copy of the MoM to all concerned personnel. In addition, the Records Section shall issue a "Certified True Copy" of the MoM to concerned personnel as an attachment for the processing of financial documents in relation to the meeting.

This Memorandum shall take effect immediately.

Done this 29th of July 2024.

HYACINTH G. NAPILOY, DVM, MPS-PA
Officer-in-Charge, Director



"Our organization is certified
according to ISO 9001"

MINUTES OF THE MEETING

FOR : **HYACINTH G. NAPILOY, DVM, MPS-PA**
Officer-in-Charge, Director

THRU : **AMADO A. ANTONIO III, DVM**
Officer-in-Charge, Assistant Director

JOSE RIZAL, DVM
Chief, AHWD

FROM : **ANDRES BONIFACIO, DVM**
Veterinarian II

SUBJECT : **EMERGENCY MEETING ON THE REGULATION OF PORK
AND PROCESSED PORK PRODUCTS IN THE CONTROL OF
ASF IN THE PHILIPPINES**

DATE OF MEETING : **JULY 22, 2024**

I. Attendance:

1. Bureau of Animal Industry (BAI)

1. Dr. Jose Rizal
2. Dr. Andres Bonifacio
3. Dr. Maria Makiling

2. Pilmico Foods Corporation

1. Dr. Jose Rizal
2. Dr. Andres Bonifacio
3. Dr. Maria Makiling

3. University of the Philippines

1. Dr. Jose Rizal
2. Dr. Andres Bonifacio
3. Dr. Maria Makiling

4. Food and Agriculture Organization (FAO)

1. Dr. Jose Rizal
2. Dr. Andres Bonifacio
3. Dr. Maria Makiling

II. Breakdown of Participants:

Total Number of Participants			
12			
Breakdown by Affiliation			
3	Government	3	Private Sectors
3	Academe	3	Non-Government Organization
2	Senior Citizen	0	PWD
0	Indigenous People		
Breakdown by Gender			
8	Male	4	Female

III. Agenda:

1. Call to Order
2. Review of the ASF Risks from Processed Meat (Online and Wet Market)
3. Discussion and updates on previous issues and commitments
4. Identify recommendations for agency-specific tasks to lower risk of ASF spread due to pork and processed products
5. Other Matters
6. Adjournment

IV. Discussion of the Agenda:

Call to Order

The meeting was called into order at 4:24PM as presided by Dr. Rizal.

Review of the ASF Risks from Processed Meat (Online and Wet Market)

As per the report, there were various reports on the proliferation of meat and processed products, particularly in Mindanao. DA Regional Field Office (RFO) Region XI has inspected the Bangkerohan Market in Davao where processed meat, particularly Choriza, tested positive for ASF.

Discussion and updates on previous issues and commitments

The FDA fully supports the DA in the ASF issue, and we are very much open and offers its help and assistance to the DA.

Identify recommendations for agency-specific tasks to lower risk of ASF spread due to pork and processed products

The NMIS has already published guidelines and issuances for the online selling of meat. The Regional Technical Operations Center of the NMIS has been coordinating with LGUs as regards to online selling of meat. There are several LGUs that has already banned online selling of meat because of this. The limitation in online selling is that any point in time, they can stop their enterprise. DILG should be involved as there are limitations in the line of authority to the LGU.

Other Matters

Dr. Rizal: We are studying a possibility to regulate the delivery services, such as GrabFood, Lalamove, and J&T Express. We could make them accountable for meat and processed meat being delivered through their services as per RA 9711. There is a great difficulty to regulate the sellers, so it would be better to regulate the delivery services. Also, there is a reporting system in Facebook that we could report profiles violating rules and regulations. We could from time to time do this to prevent social media regulation.

Adjournment

The meeting was adjourned at 6:00PM.

V. RECOMMENDATIONS AND ACTION PLAN

Recommendation	Person Responsible	Timeline
Circulation of the Minutes of the Meeting	Dr. Rizal	Within 2 weeks
Report on the spread of ASF through Chorizo in Davao to be sent to FDA	Dr. Rizal	Within 2 weeks
Report on the confiscation of Siomai to be sent to FDA	Dr. Rizal	Within 2 weeks
Provision of a Situation report to FDA on ASF	Dr. Rizal	Within 2 weeks
Draft Joint Advisory of FDA, BAI and NMIS regarding processed meat, especially online selling	Dr. Rizal	Within 2 weeks
Draft revision of FDA Order No. 2019-183 in regards to deputization of DA for confiscation of meat locally	Dr. Rizal	Within 2 weeks

Draft revision of DA
Administrative Order No. 8
Series of 2019

Dr. Rizal

Within 2 weeks

V. PHOTO DOCUMENTATION



Figure 1. Photo documentation of the participants from BAI, Pilmico, UP and FAO during the meeting regarding ASF last July 22, 2024.