



Republic of the Philippines  
Department of Agriculture  
**BUREAU OF ANIMAL INDUSTRY**  
5 Visayas Avenue, Barangay Vasra, Quezon City 1128

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## MEMORANDUM CIRCULAR

NO. 21  
Series of 2024

**SUBJECT : GUIDELINES FOR THE ISSUANCE OF ANIMAL HEALTH AND WELFARE DIVISION REGULATORY CERTIFICATES**

**WHEREAS**, Republic Act No. (RA) 11032 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018, aims to promote integrity, accountability, and proper management of public affairs and public property as well as to establish effective practices, aimed at efficient turnaround of the delivery of government services and the prevention of graft and corruption in government.

**WHEREAS**, Section 6 of RA 11032 or the Citizens Charter provides that all government agencies including departments, bureaus, offices, instrumentalities, or government-owned and/or -controlled corporations, or LGUs shall set up their respective most current and updated service standards.

**WHEREAS**, Section 7 of RA 11032 states that except during the preliminary assessment of the request and evaluation of the sufficiency of submitted requirements, no government officer or employee shall have any contact, in any manner, unless strictly necessary with any applicant or requesting party concerning an application or request.

**WHEREAS**, Section 9 of RA 11302 provides that all the receiving officer or employee shall perform a preliminary assessment of the application or request submitted with its supporting documents to ensure a more expeditious action on the application or request. The receiving officer or employee shall immediately inform the applicant or requesting party of any deficiency in the accompanying requirements, which shall be limited to those enumerated in the Citizen's Charter.

**NOW THEREFORE**, all premises considered, the issuance and processing of the following regulatory certificates shall be handled strictly by the BAI Animal Health and Welfare Division (AHWD) - Animal Facility Regulations Section (AFRS) personnel only:

1. Animal Facility Registration;
2. Handlers License and Transport Carrier Registration;
3. Animal Disease Monitoring and Compliance Certificate (ADMCC); and
4. Certificate of Free Status- Avian Influenza (CSF-AI) and African Swine Fever (CSF-ASF).





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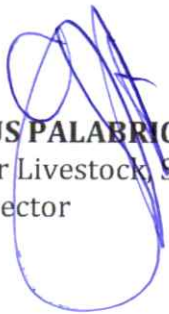
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All concerned personnel are required to strictly comply with this directive. Further, all facility/vehicle owners should directly transact with authorized AFRS personnel only. All applications submitted to unauthorized personnel will not be accommodated and considered invalid.

Issued this 18<sup>th</sup> day of April 2024.

For strict compliance.

**CONSTANTE DE JESUS PALABRICA, DVM**  
Assistant Secretary for Livestock, Swine and Poultry  
Officer-in- Charge, Director

 — OAD

