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Department of Agriculture
BUREAU OF ANIMAL INDUSTRY
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MEMORANDUM CIRCULAR
NO. 44
Series of 2024

SUBJECT : GUIDELINES ON RECEIVING ANIMAL DIAGNOSTIC, FEED, AND OTHER SAMPLES FOR ANIMAL LABORATORY TESTING AND RELEASING OF ANIMAL LABORATORY TEST RESULTS BY THE ANIMAL DISEASE DIAGNOSIS AND REFERENCE LABORATORY (ADDRL), BUREAU OF ANIMAL INDUSTRY (BAI)

WHEREAS, the Bureau of Animal Industry (BAI), sometimes referred to as the Bureau, by virtue of Act No. 3639, known as "An Act Creating the Bureau of Animal Industry," is mandated to promote the development of the livestock industry in the country by controlling and eradicating dangerous communicable diseases of domestic animals, among others;

WHEREAS, Executive Order (EO) No. 338, or the "Restructuring the Department of Agriculture, Providing Funds Therefor, and for Other Purposes," further expands the functions, duties, and responsibilities of the Bureau to strengthen a system for diagnosis of communicable and emerging exotic diseases for livestock and poultry;

WHEREAS, promoting animal health and protecting the agricultural sectors from animal diseases is one of the core functions of BAI, including implementing quality control testing of animal feeds;

WHEREAS, the BAI is mandated with collecting and compiling data and statistics on disease occurrence in livestock and poultry, including information on animal diseases, to establish a workable disease investigation, surveillance, reporting, and appraisal;

WHEREAS, the Department of Agriculture (DA) Memorandum Circular (MC) No. 19, Series of 2023, or the "Guidelines on the Feed Sample Collection of Processed Animal Proteins (PAPs) from Countries Affected with African Swine Fever at the Ports of Entry," establishes the process flow for feed sample collection of imported PAPs from the arrival at the port of entry until the release of test results for African Swine Fever (ASF) detection;

WHEREAS, the BAI MC No. 30, Series of 2024, or the "List of Bureau of Animal Industry (BAI) Priority Animal Diseases and Procedures on Animal Disease Reporting," stipulates that animal diagnostic and other samples shall be sent to the ADDRL for confirmatory testing, otherwise forwarded to the Regional Animal Disease Diagnostic Laboratories (RADDLs) if the necessary animal laboratory tests are available;

WHEREAS, the Animal Health and Welfare Division (AHWD) is responsible for confirming and validating animal laboratory test results and immediately informing the DA Secretary—in concurrence with the BAI Director—DA – Regional Field Offices (RFOs), and the affected Local Government Units (LGUs) for timely reporting and intervention measures;

WHEREAS, the BAI Memorandum No. 326, Series of 2024, titled "Guidelines Regarding Timely Transmittal of Laboratory Results from the Animal Disease Diagnosis and Reference Laboratory (ADDRL) to the Concerned BAI Divisions," outlines the responsibility of the ADDRL to transmit animal laboratory test results to other Divisions contingent on their purposes within twenty-four (24) hours of their release;

WHEREAS, fulfilling the functions, duties, and responsibilities of the Bureau on animal disease control, measures on animal movement and border, and data collection requires effective coordination; consequently, the agency shall strengthen its communication channels with both internal components and external stakeholders, expediting the transmission of animal laboratory test results and instituting accountability; and,

WHEREAS, the Animal Feeds, Veterinary Drugs, and Biologics Control Division (AFVDBCD), AHWD, National Veterinary Quarantine Services Division (NVQSD), and Veterinary Laboratory Division (VLD) launched a collaborative effort on 02 May 2024 (Thursday), which resulted in a series of consultations to improve existing procedures for receiving animal diagnostic, feed, and other samples and transmitting animal laboratory test results to other Divisions and private stakeholders.

NOW, THEREFORE, I, HYACINTH G. NAPILOY, DVM, MPS-PA, Officer-in-Charge, Director, Bureau of Animal Industry, in accordance with the authority vested by existing laws, do hereby order the promulgation of the following:

ARTICLE I
GENERAL PROVISIONS

Section 1. OBJECTIVES

1.1. To strengthen and streamline the existing communication channels for requesting animal laboratory diagnostic tests and transmitting animal laboratory test results among the concerned BAI Divisions and other stakeholders.

1.2. To emphasize and empower the responsibilities and accountability of personnel in disseminating information, take prompt decision-making, targeted interventions, and efficient regulatory implementation on animal disease and border control.

Section 2. COVERAGE

2.1. The MC shall cover the harmonized terminologies, procedures, and other provisions on receiving and testing of animal diagnostic, feed, and other samples and releasing of animal laboratory test results of the ADDRL, and updated communication channels to ensure timely and reliable coordination of test results and prompt response of the

Bureau and its partner stakeholders, particularly for animal disease and border control efforts.

2.2. The MC shall pertain to the ADDRL and its operations. Unless explicitly mentioned or referenced in this document, the provisions outlined herein do not extend to the other Sections of the VLD, RADDLs, or BAI-accredited laboratories.

2.3. This document serves as a general framework (*See Appendix A*).

ARTICLE II
HARMONIZED DEFINITION OF TERMS

Section 3. DEFINITION OF TERMS

3.1. **Animal Diagnostic Samples** – refer to the specimens, such as tissue, fluid, or other material taken from an animal to assist in the diagnosis of a disease or condition.

3.2. **Animal Laboratory Test Results** – refer to the outcome/ interpretation of the animal laboratory tests, signed by the BAI-VLD Chief.

3.3. **Animal Laboratory Tests** – refer to various laboratory procedures performed on animal diagnostic samples for both screening and confirming animal diseases in informing disease monitoring and targeted prevention, control, and eradication measures.

3.4. **Carcasses** – refer to the entire diseased animal, including carrion, used as a sample for animal laboratory testing.

3.5. **Confirmatory/ Diagnostic Tests** – refer to highly specific animal laboratory tests used to confirm diagnoses and differentiate diseases in indisposed and symptomatic animals in small populations, regardless of cost considerations.

3.6. **Disease Investigation Form** – refers to a document used to investigate suspected cases of infestation and infection of unrecognized animal diseases.

3.7. **Environmental Samples** – refer to materials collected from the surroundings, such as water, air, and dust samples, where animals normally reside, visit, or observe to identify potential pathogens.

3.8. **Feed Samples** – refer to portions of animal feed intended for analysis of its nutritional content, safety, or presence of contaminants.

3.9. **Laboratory Examination Request/ General Sample Submission Form** – refers to the primary document together with the Sample Collection Form used to request specific animal laboratory tests in ADDRL for various purposes, countersigned by authorized BAI personnel.

3.10. **Sample Collection Form** – refers to a document that logs the details of the collected animal diagnostic samples and is commonly attached to the Laboratory Examination Request/ General Sample Submission Form.

3.11. **Screening Tests** – refer to highly sensitive animal laboratory tests used for presumptive identification of unrecognized animal diseases in apparently healthy and suspected animals, designed to be low-cost and applied to a broad population.

ARTICLE III
RECEIVING OF ANIMAL DIAGNOSTIC, FEED, AND OTHER SAMPLES

Section 4. RECEIVING OF ANIMAL DIAGNOSTIC, FEED, AND OTHER SAMPLES

4.1. The Laboratory Examination Request/ General Sample Submission Form, along with the attached Sample Collection Form, shall be countersigned by authorized BAI personnel of whichever party is responsible, be it AHWD, AFVDBCD, NVQSD, or VLD (*See Appendix B*).

4.1.1. For all VQS submissions, an Endorsement Form from the Veterinary Quarantine Stations (VQS) duly signed by Veterinary Quarantine Officers (VQOs) shall be attached.

4.1.2. Private stakeholders applying for any BAI regulatory services, excluding PAP, shall submit an endorsement letter from a DA-RFO, LGU, or private licensed veterinarian.

4.2. When a disease investigation is conducted, an accomplished Disease Investigation Form shall be submitted along with the aforementioned required forms.

4.3. Applications with falsified and incomplete information and applicable documents, such as forms, endorsements, or other attachments, as required by the Bureau, shall be returned to the stakeholders and concerned Divisions for compliance with the deficiencies.

4.4. Samples exhibiting damage, deterioration, missing, insufficient, or any other unacceptable conditions shall be returned for resubmission.

4.5. For sample submissions after regular office hours, on weekends, and on holidays, prior coordination with the ADDRL is mandatory to guarantee staff availability.

4.6. All relevant forms, including but not limited to the Laboratory Examination Request/ General Sample Submission Form, Sample Collection Form, and Disease Investigation Form, shall be revised accordingly and, if necessary, to reflect the relevant procedures and available testing established by BAI.

4.7. All submissions of carcasses, environmental, and other samples aside from animal diagnostic, feed, and other samples for testing require prior coordination with the ADDRL.

ARTICLE IV
PAYMENT PROCESS

Section 5. PAYMENT PROCESS

5.1. Upon the review and instruction by the ADDRL, the client shall submit the Laboratory Examination Request/ General Sample Submission Form to the designated Division for countersigning by authorized BAI personnel before returning it to ADDRL.

5.2. The ADDRL shall issue an Order of Payment upon confirmation that animal diagnostic, feed, and other samples have passed quality assurance and all required countersigned forms and documents have been submitted.

5.3. All applicable payments shall be settled immediately to the Cashier Unit upon receipt of the Order of Payment.

5.4. An Official Receipt (OR) shall be presented to the ADDRL prior to the animal laboratory testing.

5.5. All additional fees incurred for extra testing or other services as determined by ADDRL and/ or other Divisions shall be paid to the Cashier Unit prior to the release of animal laboratory test results (*See Section 5.5*).

5.6. After paying additional fees, the client, if applicable, shall present the OR to the ADDRL before the animal laboratory test results are released.

5.7. The client is responsible for all resubmitted and additional samples before and during animal laboratory testing and shall be charged accordingly (*See Section 4.4*).

ARTICLE V
TESTING OF ANIMAL DIAGNOSTIC, FEED, AND OTHER SAMPLES

Section 6. TESTING OF ANIMAL DIAGNOSTIC, FEED, AND OTHER SAMPLES

6.1. Animal diagnostic, feed, and other samples are tested following the prioritization established by ADDRL (*See Appendix C*).

6.2. The prioritization of animal laboratory, feed, and other samples is determined by the following considerations, presented in no particular order:

6.2.1. **Early Detection** – refers to identifying animal diseases at the earliest possible stage, particularly through laboratory testing, to enhance disease surveillance and targeted response.

6.2.2. **Industry Needs** – refer to areas of the animal agriculture sector, such as enhanced surveillance systems, compliance to local regulatory requirements, including animal movement across international and local borders, and inter alia, to effectively prevent, control, and eradicate animal diseases and facilitate trade.

6.2.3. **Laboratory Capacity** – refers to the resources and capability of the ADDRL to screen and confirm animal diseases.

6.3. Animal diagnostic, feed, and other samples shall be triaged for testing based on a designated priority level (i.e., High, Medium, and Low). If multiple samples share the same priority level, a ranking system will determine the order of testing.

6.4. For urgent testing of animal diagnostic, feed, and other samples, the prioritization matrix may be waived. Rest assured, such urgent cases shall be handled through a coordinated effort with and based on the expert judgments of the ADDRL and other Divisions involved.

6.5. Additional testing and services may be imposed by the ADDRL and/ or other Divisions as needed.

6.6. The ADDRL shall publish and maintain an updated directory of available animal laboratory tests and BAI-accredited animal laboratories on the BAI website that are readily available in the ADDRL. The directory shall contain the establishment names, addresses, contact details, fees, and other relevant information.

6.7. The procedures for animal laboratory testing are established by available animal laboratory services, existing animal health programs, relevant guidelines, protocols, and issuances, or formal agreements issued by the DA or BAI.

6.8. In situations where an animal laboratory test is unavailable at the ADDRL, the ADDRL shall convene with other Divisions to explore and facilitate other options, such as but not limited to:

6.8.1. Making the test available in-house by capacitating personnel, developing test protocols, and providing equipment and materials;

6.8.2. Forge partnerships with other local and international testing and research institutions and grants through formal agreements, such as Memorandum of Agreement (MOA) or Understanding (MOU), that define the scope of collaboration and the relevant provisions; or,

6.8.3. Submit animal diagnostic, feed, and other samples to BAI-accredited local laboratories and/ or for confirmatory tests to international laboratories for one-time analysis.

6.9. The ADDRL shall keep clients updated and informed of the following:

6.9.1. On the status and progress of their sample submissions and animal laboratory testing;

6.9.2. On the availability of animal laboratory testing;

6.9.3. On the additional animal laboratory testing and services;

6.9.4. On the list of BAI-accredited animal laboratories; and,

6.9.5. Other concerns as mandated and related to ADDRL.

ARTICLE VI
RELEASING OF ANIMAL LABORATORY TEST RESULTS

Section 7. RELEASING OF ANIMAL LABORATORY TEST RESULTS

7.1. The ADDRL shall issue two (2) copies of the animal laboratory test results as follows: (1) BAI Copy and (2) Client Copy.

7.1.1. The ADDRL, as the official custodian, shall retain and store the BAI Copy.

7.1.2. The Client Copy shall be issued to the client directly, except for AHWD concerns, which the ADDRL shall retain for safekeeping.

7.2. The BAI Copy shall be uploaded by the ADDRL to the Portal and accessible by all authorized personnel.

7.2.1. The digital copies in the Portal shall be classified according to the appropriate Divisions (*See Appendix D*).

7.3. All BAI Copies that are (1) positive animal laboratory test results with AHWD concerns, (2) surveillance (negative or positive), and (3) disease investigation (negative or positive) shall be digitized, including related attachments, and forwarded to the AHWD within twenty-four (24) hours of the date of release.

7.3.1. In the event of positive animal laboratory test results with AHWD concerns, the AHWD shall inform and coordinate with the NVQSD. Subsequently, the NVQSD shall immediately notify the VQOs, who will enforce prompt border control measures.

7.3.2. The following control measures shall be implemented: (1) confirmatory testing, (2) treatment, (3) isolation and quarantine, (4) culling, depopulation, or stamping-out, and/ or (5) other applicable and additional control measures as agreed upon by the AHWD, NVQSD, and VLD in writing.

7.4. AHWD shall not accept animal laboratory test results directly from clients. Only animal laboratory test results officially transmitted from the ADDRL are considered valid for availing AHWD regulatory procedures and services.[1]

7.5. Requests for Certified True Copies (CTCs) of the animal laboratory test results and other relevant attachments shall be addressed in writing to the BAI Director and attention to the ADDRL.

7.5.1. The release of CTCs is subject to the approval of the BAI Director.

7.5.2. When needed, the AHWD can request CTCs of animal laboratory test results and other relevant attachments directly to the ADDRL for appropriate purposes.

[1] The scope of this MC applies solely to the ADDRL, excluding other Sections of the VLD, RADDLs, and BAI-accredited laboratories, except where explicitly indicated (*See Section 2.2*).

7.5.3. The ADDRL shall issue a CTC signed by the ADDRL Head. In the absence of the Section Head, the next in rank shall sign it.

ARTICLE VII
DIGITALIZATION AND AUTOMATION

Section 8. IMPLEMENTATION

8.1. Republic Act (RA) No. 11032, also known as the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018," amended RA 9485, the "Anti-Red Tape Act of 2007," requires all Philippine government agencies to simplify processes, adopt technology, and automate systems. It mandates BAI, particularly ADDRL, to give priority to the rapid digitization and automation of sample submission and test result delivery, expecting changes in the procedures in the immediate future.

ARTICLE VIII
AMENDMENT, SEPARABILITY, REPEALING, AND EFFECTIVITY

Section 9. AMENDMENT CLAUSE

9.1. The provisions, annexes, and appendices of this MC may be amended or supplemented as may be deemed necessary in order to effectively implement and realize the objective of this MC.

Section 10. SEPARABILITY CLAUSE

10.1. In case any provision of this MC shall be declared invalid, ineffective, or unenforceable, the validity, legality, and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

Section 11. REPEALING CLAUSE

11.1. All other existing Orders, Circulars, Issuances, and Rules and Regulations that are in conflict with or inconsistent with any of the provisions of this MC are hereby repealed or modified accordingly.

Section 12. EFFECTIVITY CLAUSE

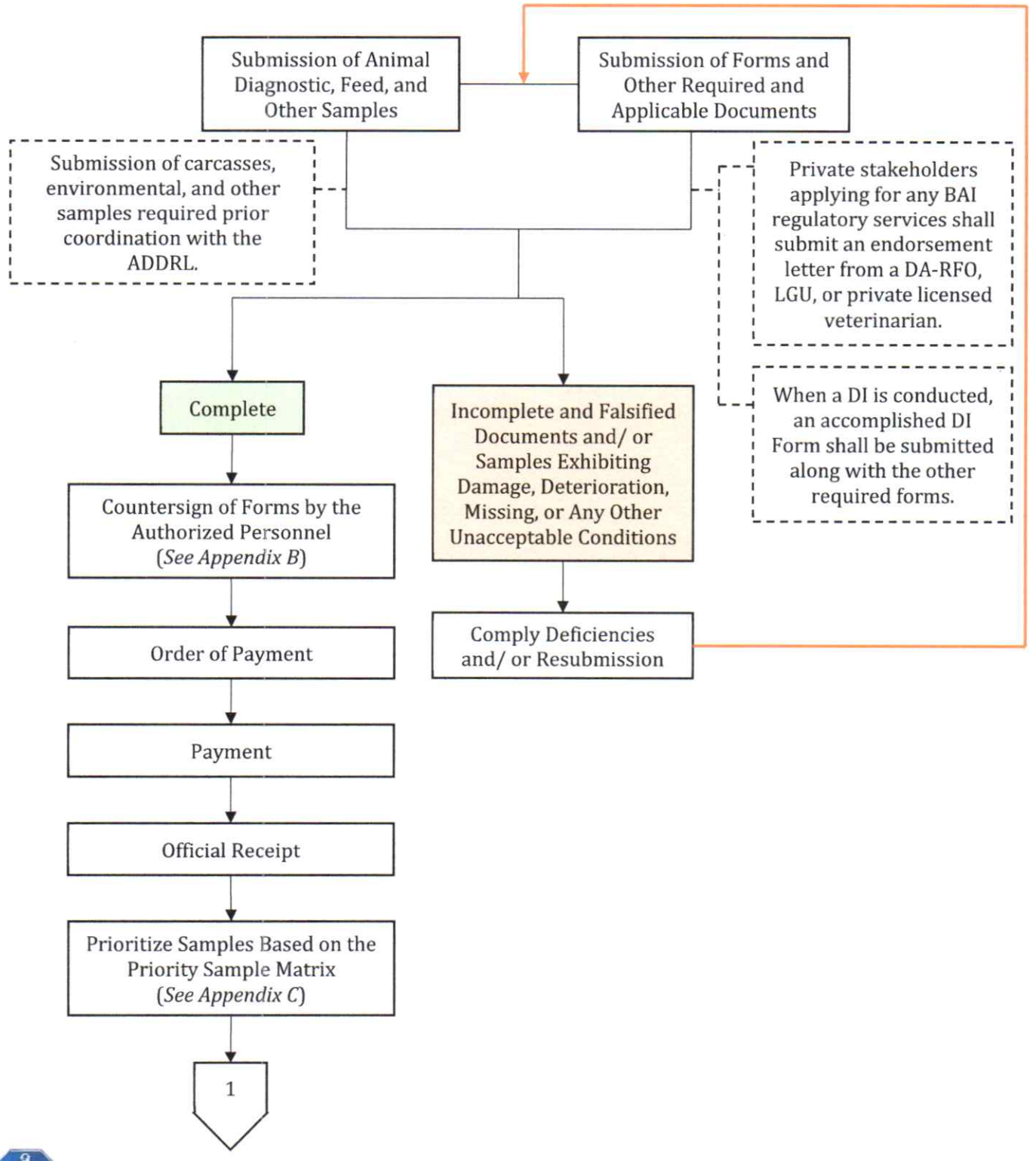
12.1. This MC shall take effect immediately following its complete publication in the Official Gazette or in a newspaper of general circulation and filing of a copy to the Office of the

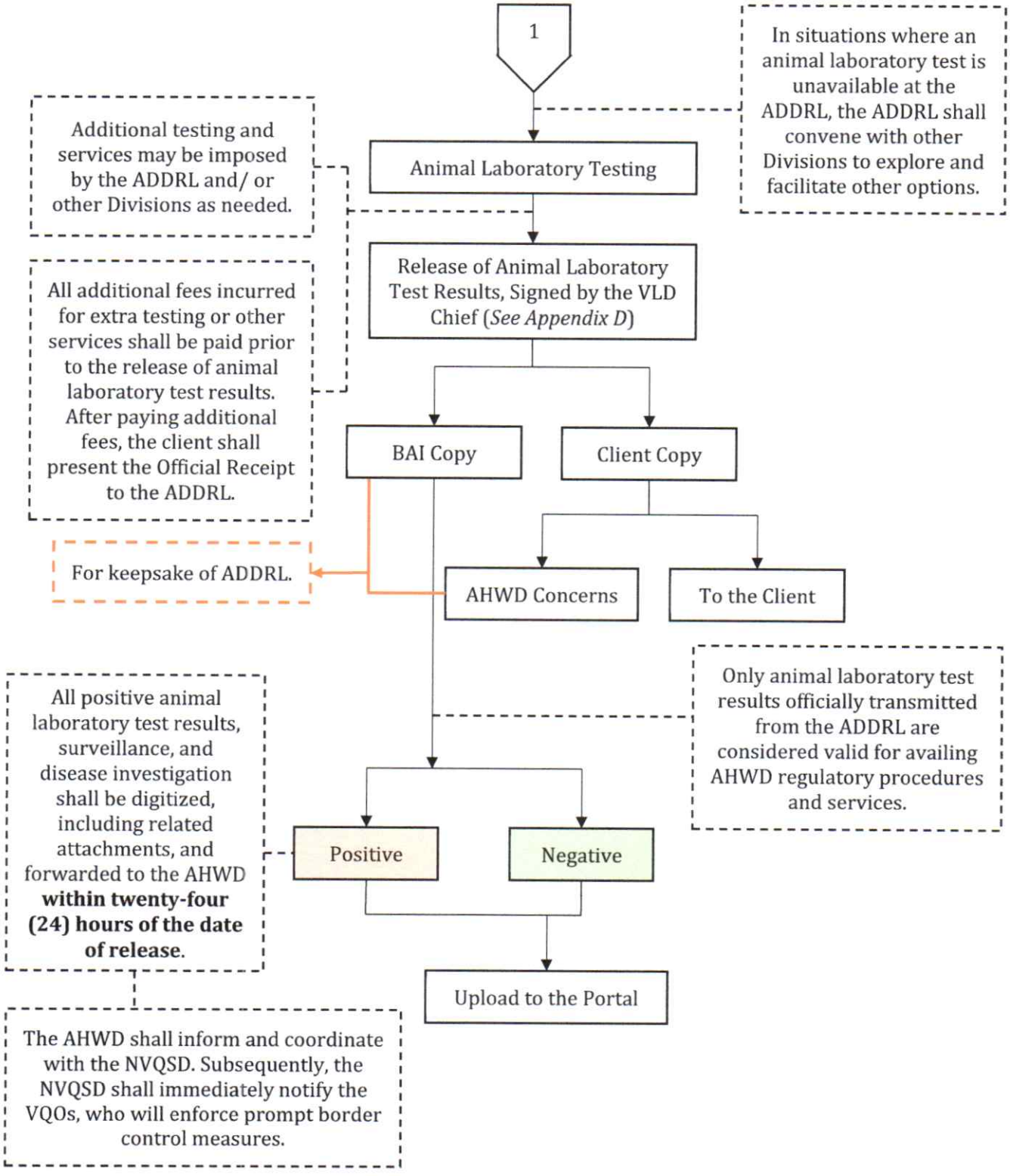
National Administrative Registrar (ONAR) at the University of the Philippines (UP) Law Center, Diliman, Quezon City.

Done this 30th day of AUGUST 2024.

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

APPENDIX A
FLOWCHART FOR RECEIVING ANIMAL DIAGNOSTIC AND FEED SAMPLES AND RELEASING OF ANIMAL LABORATORY TEST RESULTS BY THE BAI-ADDRL




1
In situations where an animal laboratory test is unavailable at the ADDRL, the ADDRL shall convene with other Divisions to explore and facilitate other options.
Additional testing and services may be imposed by the ADDRL and/ or other Divisions as needed.
Animal Laboratory Testing
Release of Animal Laboratory Test Results, Signed by the VLD Chief (See Appendix D)
All additional fees incurred for extra testing or other services shall be paid prior to the release of animal laboratory test results. After paying additional fees, the client shall present the Official Receipt to the ADDRL.
BAI Copy
Client Copy
For keepsake of ADDRL.
AHWD Concerns
To the Client
Only animal laboratory test results officially transmitted from the ADDRL are considered valid for availing AHWD regulatory procedures and services.
All positive animal laboratory test results, surveillance, and disease investigation shall be digitized, including related attachments, and forwarded to the AHWD within twenty-four (24) hours of the date of release.
Positive
Negative
Upload to the Portal
The AHWD shall inform and coordinate with the NVQSD. Subsequently, the NVQSD shall immediately notify the VQOs, who will enforce prompt border control measures.

APPENDIX B
LIST OF COUNTERSIGN RESPONSIBILITIES PER BAI DIVISIONS BASED ON PURPOSE

Division	Purpose
AFVDBCD	Processed Animal Protein
AHWD	Disease Investigation
	Surveillance
	Local Shipment
	Regulatory Requirements
NVQSD	International Trade (Import/ Export)
VLD	Vaccine Trial

APPENDIX C
MATRIX OF PRIORITY ANIMAL DIAGNOSTIC AND FEED SAMPLES BASED ON PURPOSE

Purpose	Ranking	Priority Level		
		High	Medium	Low
Disease Investigation	1	■		
Surveillance: Determination of the Extent of the Outbreak or for Confirmatory Testing[2]	2	■		
Laboratory Diagnostic (Walk-ins)	3	■		
International Trade (Import/ Export)[3]	4	■		
Local Regulatory Requirements	5		■	
Surveillance: Disease Freedom	6			■
Others (e.g., Research, Vaccine Trial, etc.)	7			■

[2] Samples were initially tested, and positive animal laboratory test results were obtained using screening tests at the RADDLs.

[3] Including Processed Animal Protein.

APPENDIX D
CLASSIFICATION OF ANIMAL LABORATORY TEST RESULTS PER BAI DIVISIONS

Animal Laboratory Test Result		Division
Disease Investigation		AHWD
Surveillance		AHWD
Local Shipment	Apinae	NVQSD
	Aves	AHWD
	Bovinae	NVQSD
	Equidae	NVQSD
	Leporidae	NVQSD
	Caprinae	NVQSD
	Suidae	AHWD
	Other Species	NVQSD
AHWD Regulatory Requirements		AHWD
International Trade (Import/ Export)		NVQSD
Processed Animal Protein		NVQSD
		AFVDBCD
Vaccine Trial		VLD