



Republic of the Philippines
Department of Agriculture
Elliptical Road, Diliman,
Quezon City

05 March 2019

MEMORANDUM ORDER

No. 08
Series of 2019

SUBJECT: GUIDELINES ON THE DISTRIBUTION OF ANIMALS UNDER THE NATIONAL LIVESTOCK PROGRAM

I. SCOPE

These guidelines shall govern livelihood assistance interventions of the National Livestock Program that involve distribution of animals to individuals, people's organizations (POs), local government units (LGUs), and other requesting entities. The animals will either be procured or produced from stock farms and stations of the regional field offices. This intervention is request-based and shall respond to the needs expressed by requesting parties in all regional field offices of DA.

II. OBJECTIVES

The objective of these guidelines is to ensure the effective, just delivery and implementation of distribution of animals from procurement and government stock farms and stations to qualified beneficiaries. This distribution of animals to qualified beneficiaries is for the purpose of giving livelihood assistance thru the animals that they will receive.

III. DEFINITION OF TERMS

As used in this Order, the following terms, words, and phrases shall be construed as:

1. Animal Contract- It is a contract being entered into by beneficiaries and RFOs before the release of animals for distribution. This contract contain terms and conditions on the responsibilities of both parties
2. Animal Distribution- An activity where livestock and poultry animals are delivered and entrusted to beneficiaries
3. Animal Husbandry- The practice of raising, caring, breeding, and management of animals raised for meat, dairy, eggs, fibre, etc.

4. **Animal Welfare-** animal welfare pertains to the physical and psychological well-being of animals. It includes, but not limited to, the avoidance of abuse, maltreatment, cruelty and exploitation of animals by humans by maintaining appropriate standards of accommodation, feeding and general care, the prevention and treatment of disease and the assurance of freedom from fear, distress, harassment, and unnecessary discomfort and pain, and allowing animals to express normal behavior. *(RA 10631, Amended Animal Welfare Act)*
5. **Local Government Units-** This includes provincial, city, municipality and barangay government units that are eligible to request for animal distribution
6. **Production Plan-** A simple set of plans that contain desired farm production targets with accompanying activities and requirements needed to deliver production targets
7. **Stock Farms and Stations-** These are farms and station that are owned by the Department of Agriculture and are directly managed and supervised by the Regional Field Offices where they are located. These farms maintain and produce livestock and poultry commodities
8. **Validation-** Confirmation through the provision of objective evidence through on-site observation/evaluation, interview, review of records, and other necessary means to attain the purpose.

III. BENEFICIARIES EVALUATION AND QUALIFICATION

The beneficiaries of this intervention shall be individuals, POs, LGUs, and other qualified project proponents.

Upon receipt of request, the RFO shall determine the availability of stocks which could possibly be granted to the requesting party. Once availability of stocks is confirmed, the RFO shall conduct validation and technical evaluation to assess their capability.

The following criteria shall be considered in validating qualified beneficiaries:

1. **Individuals**
 - a. Basic proof of identification shall include at least 1 valid ID, registration to DA Farmers Registry, or any other documents that proves identity of applicant)
 - b. Endorsement of the Municipal/ City Agriculturist/Veterinarian
 - c. Production readiness of applicant. It shall be determined by:
 - i. basic animal husbandry facility/housing/implements in proposed area where animals will be raised (1. There is an existing animal house/pen that is in good condition and in the proposed location; 2. There are basic farm implements such as feed trough, waterer, and cleaning tools; 3. There is source of feeds and forage in the immediate area)

- ii. basic animal husbandry knowledge- The basic animal husbandry knowledge of the applicant should be assessed by the evaluation team thru interview and review of former animal husbandry activities
- 2. Peoples Organization (POs)/ Civil Society Organizations (CSO's)/ Cooperatives, Non-Government Organizations (NGOs)
 - a. Accreditation with the Department of Agriculture pursuant to Administrative Order No. 8, Series of 2017
 - b. Endorsement of the Municipal/ City Agriculturist/Veterinarian
 - c. Production readiness of applicant. It shall be determined by:
 - i. basic animal husbandry facility/housing/implements in proposed area where animals will be raised (1. There is an existing animal house/pen that is in good condition and in the proposed location; 2. There are basic farm implements such as feed trough, waterer, and cleaning tools; 3. There is source of feeds and forage in the immediate area)
 - ii. basic animal husbandry knowledge- The basic animal husbandry knowledge of the applicant should be assessed by the evaluation team thru interview and review of former animal husbandry activities
- 3. Local Government Units (LGUs)
 - a. Production readiness of applicant. It shall be determined by:
 - i. basic animal husbandry facility/housing/implements in proposed area where animals will be raised (1. There is an existing animal house/pen that is in good condition and in the proposed location; 2. There are basic farm implements such as feed trough, waterer, and cleaning tools; 3. There is source of feeds and forage in the immediate area)
 - ii. basic animal husbandry knowledge- The basic animal husbandry knowledge of the applicant should be assessed by the evaluation team thru interview and review of former animal husbandry activities
 - b. Basic Farm Management and Production Plan with a certification that the LGU shall allocate funds and assign personnel to sustain the production

Applicants, after expressing requests thru letter, and having been considered for evaluation, should suffice the criteria upon validation. If the applicants fail to suffice the requirements, the application documents will be returned to the requesting party. Only then when the applicant completes the requirements prescribed herein, will they be recommended for approval. The recommendation of applicants shall be on a first come, first serve basis. Since the resources are limited, priority will be given to those applicants who comply first.

The validation team shall be composed of personnel from the livestock program and Agricultural Programs Coordinating Officers (APCOs). Provincial/City/Municipal Veterinary Office (PVO, CVO, MVO), Office of the Municipal Agriculturist (OMA/MA), and Municipal Livestock Coordinator (MLC) of the locality concerned, shall be informed by

the Regional Team of the validation to be conducted, and will be enjoined to take part in the validation, grounded on the usual courtesy, cooperation, and coordination between DA and LGUs in all undertakings in the community level. The team, basing on the evaluation conducted, shall make recommendation to the Regional Executive Director for the approval of the request.

IV. RESPONSIBILITIES OF PARTIES

An animal contract shall be undertaken between DA RFO and the beneficiaries before the release of animal stocks. The contract shall contain the terms and conditions on the distribution and responsibilities of both parties.

1. Responsibilities of the Beneficiaries:

- Provide basic needs of animals such as housing, nutrition, health, good management, and ensure observance of animal welfare
- Keep farm and production records and provide such information to DA on a periodic basis and as requested by DA

2. Responsibilities of the DA RFOs:

- Provide technical guidance by giving basic information on raising the specific commodity through IEC provision and training
- Monitor the beneficiaries thru the help of the personnel from the livestock program, PVET, APCOs, CVET, MAO/MA, MLC

3. Penalty Provisions:

- If the beneficiaries fail to perform their responsibilities and is found to be incapable of sustaining production, the DA RFO can retrieve the animal stocks and be rehabilitated in stations or be transferred to other qualified recipients;
- Should there be any misinterpretation, false information, and any act prejudicial to any of the parties in the agreement, corrective measures should be undertaken and sanctions could be imposed against the erring party;
- In case of mortality, death certificate signed by the barangay chairman and necropsy report duly signed by a licensed veterinarian shall be required as proof.

V. RELEASE AND DISTRIBUTION OF ANIMAL STOCKS

The intervention will only involve distribution of animal stocks, from procurement and from government stock farms and stations to qualified beneficiaries.

Necessary quarantine protocols prescribed by the Bureau of Animal Industry shall be followed in animal transport and transfer to obviate communicable diseases from the animals.

VI. SUSTAINABILITY, MONITORING AND EVALUATION

Availability of animals should be assured by maintaining good production in all RFO farms and allocation for animal procurement, whenever needed, under the livestock program. Equal distribution of animals in all areas under the jurisdiction of respective DA RFOs shall be ensured by early allocation of animals from production and procurement to its provinces and proper validation of requests.

DA shall conduct periodic monitoring and evaluation of the animals delivered. They will work in close coordination with LGUs and Agriculture and Fishery Council to assist the beneficiaries in their technical and other related needs in maintaining health and productivity of their animals.

VII. PROVISION OF SUPPLEMENTAL GUIDELINES

In the interest of proper implementation to address the needs of specific regions, RFOs may formulate supplemental guidelines to be approved by the Regional Executive Director.

VIII. EFFECTIVITY

This Memorandum Order shall take effect immediately upon signing and shall be valid unless revoked and superseded by future issuances.

Recommending Approval:

ENRICO P. GARZON, JR., DVM
Assistant Secretary for Livestock

Approved:

EMMANUEL F. PIÑOL
Secretary