



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
Elliptical Road, Diliman, Quezon City, 1100

ADMINISTRATIVE CIRCULAR

No. 04
Series of 2021

Subject: **RULES AND REGULATION ON THE EVALUATION OF LOCAL GOVERNMENT UNIT (LGU) OWNED OR PRIVATE SLAUGHTERHOUSES, POULTRY DRESSING PLANTS, MEAT CUTTING PLANTS, MEAT DEPOT CENTER, AND COLD STORAGE FACILITIES FOR CLASSIFICATION AS "A" MEAT ESTABLISHMENT AND ISSUANCE OF LICENSE TO OPERATE (LTO)**

WHEREAS, Section 5, Republic Act 9296, otherwise known as the Meat Inspection Code of the Philippines, provides that the National Meat Inspection Service (NMIS) shall serve as the sole national controlling authority on all matters pertaining to meat inspection and meat hygiene;

WHEREAS, Republic Act (RA) No. 10611 (2013), otherwise known as the "Food Safety Act of 2013" states that the primary objective of the law is to strengthen the food safety regulatory system in the country through consumer health protection, enhancement of the industry and consumer's confidence in the system, and promotion of fair trade practices and sound regulatory foundation for domestic and international trade;

WHEREAS, Section 1 (a) (1) of Executive Order (EO) no. 137 (1993) provides that the city or municipality shall, by ordinance, establish and operate a public slaughterhouse, which shall conform to applicable local and national policies, standards and guidelines. For this purpose the concerned local government unit may seek the assistance of the National Meat Inspection Commission (NMIC), renamed as National Meat Inspection Service (NMIS), and other government agencies;

WHEREAS, Section 2 of above said Executive Order provides that the NMIC shall classify and accredit slaughterhouses based on established standards for production, plan, designs and specification in accordance with the following:

"A" – with facilities and procedure of minimum adequacy that the livestock and fowl slaughtered therein are suitable for distribution and sale only within the city or municipality where the slaughterhouse is located.

WHEREAS, Section 7.7 of R.A No. 10536 (2013) which amended RA No. 9296 (2004) provides that the Accreditation and Registration Division (ARD) shall be responsible for the accreditation of meat establishment contractors, fabricators, and supplier and third party service providers and registration and certification;

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with prosperous farmers and fisherfolk



NOW, THEREFORE I, WILLIAM D. DAR, Secretary of Agriculture, do hereby issue this Administrative Circular requiring all LGU Meat Establishments and private operators/owners of meat establishment to have their facilities evaluated and classified as "A" and to be issued with License to Operate (LTO).

SECTION 1. SCOPE

This Circular covers evaluation, classification, and issuance of License to Operate (LTO) to Class "A" meat establishment in the Local Government Units (private or LGU owned/operated) that meet the minimum requirements for facilities, equipment and hygienic operational procedures for slaughtering of food animals such as but not limited to the following:

- a) Slaughterhouse with an average volume of slaughtered:
 - I. Hogs and Goats- one to nineteen (1-19) HEADS PER DAY;
 - II. Large animals- one (1) head per week;
- b) Poultry dressing plants that slaughtered an average volume of five hundred (500) birds per day.
- c) Meat cutting plants that shall distribute newly slaughtered, fresh chilled and frozen carcasses of food animals.
- d) Meat depot center
- e) Cold storage facility

SECTION 2. OBJECTIVES

- 1. To institutionalize the practice of LGU/owners and private operators of Locally Registered Meat Establishments (LRMEs) in consonance to the requirements of the National Meat Inspection Service in the granting of LTO.
- 2. To provide a minimum standard of hygienic and sanitary operation of Meat Establishment as a benchmark for a minimum requirement.
- 3. To implement Good Manufacturing Practices (GMP) and Sanitation Standard Operating Procedure (SSOP) programs in all Meat Establishments.
- 4. To protect the public from food-borne and water-borne illnesses and unsanitary, unwholesome, misbranded or adulterated foods.

SECTION 3. DEFINITION OF TERMS

For the purpose of this order, the following terms shall mean:

- a. *Abattoir or Slaughterhouse*- refers to the premises that are approved and registered by the controlling authority in which food animals are slaughtered and dressed for human consumption.
- b. *Carcass* – refers to the body of any slaughtered animal after bleeding and dressing.
- c. *Class "A"* – refers to those facilities and procedures of minimum adequacy that the livestock and fowls slaughtered therein are suitable for distribution and sale only within the city or municipality where the slaughterhouse is located.
- d. *Competent Authority* – refers to the National Meat Inspection Service (NMIS) mandated law to regulate meat hygiene and meat inspection.



e. *Good Manufacturing Practices (GMP)* – refers to a quality assurance system aimed at ensuring that products are consistently manufactured, packed, repacked or held to quality standards appropriate for intended use. It is thus concerned with both manufacturing and quality control procedure. (RA 10611).

f. *License to Operate (LTO)* – means the process by which NMIS or DA approves an application of a person, corporation, cooperative, or other juridical persons for authority to operate a meat establishment, or to engage in any activity in the primary production and postproduction stages of the food supply chain to produce safe primary and postharvest animal food and inputs.

The approval will require proving capability to operate a facility or establishment or to engage in activities in the primary production and postharvest stages of the food supply chain and covered by the license. The LTO certificate is valid for two (2) years but compliance with the undertakings shall be verified every year.

g. *Meat Cutting Plant (MCP)* – refers to a meat establishment where carcasses and primal parts are cut and packed into desired specifications. It may be separate facility of an integral part of another meat establishment such as slaughterhouse and poultry dressing plant.

h. *Meat Establishments (MEs)* – refers to premises such as slaughterhouse, poultry dressing plant, meat cutting plant, meat depot center, and cold storage warehouse in which food animals or meat products are slaughtered, prepared, handled, packed or stored.

i. *Meat Handlers* – refers to a person directly involved in the preparation, transport and sale of meat products.

j. *Meat Hygiene*- all conditions and measures necessary to ensure the safety and suitability of meat at all stages of the food chain.

k. *Meat Inspector* – refers to a professionally qualified and properly trained officer, duly appointed by the NMIS or the local government unit for meat inspection and control hygiene under the supervision of a veterinarian.

l. *Sanitation Standard Operating Procedure (SSOP)* - refers to a documented system for assuring that personnel, facilities, equipment and utensils are clean and where necessary, sanitized to specified levels prior to and during operations.

SECTION 4. GENERAL CONDITION

- a. No LGU Meat Control Officer and/or LGU Meat Inspector, No Operation
- b. No floor dressing (Compliance on Sanitation Standard Operating Procedure)
- c. Compliance on Good Manufacturing Practices (GMP) (formerly called as GHSP)
- d. Twice a year antibiotic residue and pathogen monitoring which includes samples from carcass, equipment and water shall be undertaken.
- e. Meat transport vehicle shall be closed and clean containers shall made of stainless steel for carcass and plastic for offal.

SECTION 5. MANDATORY REQUIREMENTS FOR CLASS "A" MEAT ESTABLISHMENT

A. Location



- 1) Approved by NMIS
- 2) Located as per requirements of P.D. 856 "Code of Sanitation" (found on Meat Establishment Enhanced Evaluation Criteria Checklist – MEECC)

B. Equipment

List of Equipment in different Meat Establishment (ANNEX A)

C. Schematic Diagram or Lay out (ANNEX B)

D. Minimum requirement for Slaughterhouse and Poultry Dressing Plant

- 1) Screened windows
- 2) Plastic curtain on all openings (entrances and exit of products and workers)
- 3) Clean and enclosed water reservoir (overhead tank)
- 4) Lighting with shatter proof light bulbs and shall be adequately provided in all areas
- 5) Holding pen/corral for live animal
- 6) Stunning area/pen
- 7) Loading and unloading ramp/space
- 8) Resting area
- 9) Meat inspection area with inspection table and receptacle for condemned
→ meat and meat trimmings
- 10) Condemnation pit
- 11) Comfort room/ toilet (separate for men and women)
- 12) Sufficient space/driveway for the dispatch of carcasses
- 13) Perimeter fence (concrete or made of other materials)

E. Food Safety and Environmental Program

- 1) Approved Municipal Inspection Ordinance
- 2) Written Good Manufacturing Practices (GMP) Program
- 3) Written Waste Management Program (liquid and solid waste)

F. Animal Welfare

Meat Establishment operators, Slaughterhouse workers and regulatory officers shall properly and effectively implement the rules and regulations provided under Department of Agriculture Administrative Order No. 18 s. 2018 on Humane Handling in the Slaughter of Animals for Food and Memorandum Circular 03-2017-006 and other related issuances.

SECTION 6. REQUIREMENTS

A. Documentary Requirements

- 1) Accomplished Registration Form
- 2) Approved Sangguniang Bayan resolution granting franchise to any person, partnership



- 3) Business/Mayor's Permit
- 4) Photocopy of Meat Establishment TIN number issued by BIR (for private)
- 5) Certificate of True Copy (CTC) of Application form for ECC/CNC

B. Meat Inspector (MI)

Documentary Requirements:

- 1) Appointment/designation letter by the Local Chief Executive (LCE)
- 2) Annual Health Certificate issued by the Municipal or City Health Officer
- 3) Drug Test Result
- 4) Completion Certificate of Basic Meat Inspection Course (BMIC)

C. Meat Butchers/Meat Handlers/Janitor/Sanitation Crew

Documentary Requirements:

- 1) Annual Health Certificate issued by the Municipal or City Health Officer
- 2) Drug Test Result
- 3) Police and NBI Clearance (For contractual/ "pakyaw"/ workers privately employed)
- 4) Attended Meat Butchers/Meat Handlers Orientation conducted by NMIS/ PVO/ CVO/ MVO/ Municipal Agricultural Office (MAO)

SECTION 7. PROCEDURE IN THE EVALUATION

- a. The RTOCs through the Accreditation & Registration Section (ARS) Head shall notify the Local Chief Executives on the schedule of the evaluation of their existing Meat Establishment, copy furnish NMIS Central Office.
- b. A joint evaluation shall be conducted by RTOC ARS and POSMS Head, MSQA auditor in the region and any representative from the PVO during operation using the meat establishment enhanced evaluation checklist for Class "A" (MEEC). (Annex D) (ANNEX D)
- c. The objectives of the evaluation activity shall be discussed during the Opening meeting,
- d. The time of evaluation shall be conducted during peak of operation.
- e. The observations and non-conformances observed during the plant tour shall be discussed during the closing meeting.
- f. All non-conformances seen during the conduct of ME evaluation shall be documented by taking of pictures as part of evidence or reference for discussion.
- g. Evaluation report and pictures shall be forwarded to Central Office thru ARD for validation, consolidation, analysis of data as reference for the national picture of the Food Safety program implementation of the LGU.
- h. Prepared LTO for class "A" shall be endorsed by the ARD Division Chief to the NMIS Executive Director for approval
- i. All approved LTO shall be awarded by concerned NMIS RTD to LGU during their flag ceremony either at the NMIS RTOC or at LGU Municipal Hall.



- j. LGUs and private operators that failed to meet the standards to be classified as "A" but have the capability to improve the facility, will be given time to meet the requirements as conformed by the NMIS. (ANNEX D)
- k. The concerned LGU or private operator shall be responsible for notifying NMIS-RTOC on the instituted corrective action.
- l. ARS head shall verify on site the corrective actions instituted for structural non-conformances and off-site for documentary requirements. A report shall be endorsed to NMIS CO for issuance of corresponding LTO.
- m. Meat establishment due for renewal shall be jointly evaluated by ARS Head and nearby available Meat Safety & Quality Assurance (MSQA) auditor. Approved GMP/SSOP checklist for class "A" shall be used for this activity.

SECTION 8. EVALUATION RATING

The evaluation rating is composed of the following criteria:

- a. Evaluated LGU and privately owned meat establishment that satisfies the percentage score of 45 to 60% rating shall be recommended for the issuance of License to Operate with "A" Classification.
- b. Evaluated LGU and privately owned meat establishment with a percentage score of 44% and below but have the capability to improve their facility will be given 3 months period to meet the requirements.

SECTION 9. VALIDITY OF LICENSE TO OPERATE (LTO)

LTO shall be valid for two (2) years from the date of issuance and the Meat Establishment shall be subjected to yearly verification of their compliance to GMP/SSOP regulations.

SECTION 10. GROUNDS FOR REVOCATION OF LICENSE TO OPERATE (LTO)

Non-compliance to the conditions stated in the Affidavit of Undertaking printed in the issued Certificate shall be ground for the revocation/suspension of LTO. The following are the terms and conditions the meat establishment should abide by during the validity period of their LTO:

A. Pre-requisites

- 1) The ME shall have an approved GMP/SSOP Manual.
- 2) The MSQA auditors shall audit the monitoring records of the ME twice a year, announced (renewal) and un-announced (surveillance).
- 3) The LTO shall be signed by the Operator/duly authorized representative and posted in conspicuous place where the meat establishment is located. A photocopy of this duly notarized affidavit of undertaking shall be forwarded within seven (7) working days to the concerned Regional Technical Operation Center (RTOC) for filing purposes.
- 4) The Operator shall apply for renewal sixty (60) days before the expiry date of the LTO.



B. Operation

- 1) The Operator shall comply with the regulations relative to the adoption and implementation of GMP/SSOP in the day to day operation of the meat establishment (Department of Agriculture (DA) Administrative Order (AO) No. 19 series of 2010 re: "Guidelines on the Good Hygienic Slaughtering Practices for Locally Registered Meat Establishment" & DA AO No. 21 series of 2010 re: "Guidelines for the Implementation of the Meat Inspection Service for Local Government Units").
- 2) The Operator shall allow access to meat inspection officer/s evaluator, auditors whether the meat establishment is in operation or not.
- 3) The Operator shall only accept slaughter animals with accompanying Veterinary Health Certificate, credentials and Shipping Permits.
- 4) All food animal unloaded within the meat establishment premises shall be considered as slaughter animals and shall not be allowed to be returned back to its farm or transferred to other meat establishment.
- 5) The Operator shall comply with the provisions of DA AO No. 18 to ensure the adequate protection and welfare of food animals waiting for slaughter and NMIS Memorandum Circular-3-2017-006 dated March 17, 2017 (re: "Rules on Procedures in the Implementation and Enforcement of Food Animal Welfare in NMIS License to Operate Slaughterhouses and Poultry Dressing Plants").
- 6) The Operator shall have the responsibility to maintain the meat establishment in good operating conditions at all times and to comply with the meat hygiene and inspection regulations.

C. Record Keeping

The Operator shall keep and maintain records, reports and information and shall fully and correctly disclose all transaction in the operation of the establishment relative to meat safety and quality assurance. Such records and information shall be made available upon the request of NMIS/Provincial/Municipal/City Veterinarian or its representative, auditor, evaluator, meat inspector for monitoring, validation and verification.

D. Coordination

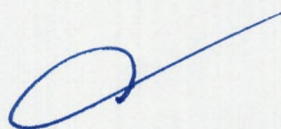
- 1) The Operator shall officially notify the concerned NMIS RTOC regarding any changes of plan in the facility or operations for technical assistance and approval.
- 2) The Operator shall maintain compliance to RA 9296 as amended RA 10536; RA 10611 and other relative meat inspection laws, rules and regulation of the Department of Agriculture and other applicable laws.

E. Others



LIST OF ANNEXES

1. ANNEX A- List of Equipment for Meat Establishment
2. ANNEX B- Schematic Diagram or lay out for Slaughterhouse & Poultry Dressing Plant
3. ANNEX C- Meat Establishment Enhanced Evaluation Criteria Checklist (MEEEC) for Slaughterhouse, Poultry Dressing Plant, Meat Cutting Plant and Cold Storage Warehouse
4. ANNEX D – Corrective Action Template

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ANNEX A

List of Equipment in different Meat Establishments

A. Hog Line

- a) Scalding vat
- b) Dehairing table
- c) Railing system/trolley
- d) Gambrel
- e) Weighing scale
- f) Splitting axe
- g) Knives and sharpening steel/grinding stone
- h) Bleeding & Sticking platform for large
- i) Fixed carcass hanger
- j) Water Hose
- k) Electric stunner and or sledge hammer
- l) Hand wash facilities
- m) Sterilizer (tool disinfection)

B. Cattle Line

- a) Captive bolt and/or Sledge hammer
- b) Sticking platform/skinning cradle
- c) Hoist
- d) Scalding vat for entrails
- e) Fixed carcass hanger

C. Dressing Plant

- a) Drum type defeathering machine
- b) Chilling tub (for chilled process)
- c) Fixed carcass hanger
- d) Cone type restrainer
- e) Scalding vat
- f) Stainless tables
- g) Crates

D. Meat Cutting Plant

- a) Digital weighing scale
- b) Chopping board made from approved materials
- c) Stainless Table
- d) Freezer

The LTO shall be automatically be cancelled/revoked should there be any reported violation in other concerned agencies (DENR, DOH, etc.).

F. Grounds for Suspension/ Revocation of LTO

Failure by the Operator to comply with the above stated conditions and requirements shall result to suspension or revocation of the LTO after due process.

SECTION 11. ADMINISTRATIVE SANCTIONS AND PENALTIES

A. ME that will entail major rehabilitation of the facilities shall be recommended for temporary closure to the office of the Executive Director of the NMIS. The Enforcement head and ARS Head shall personally hand over the issued Notice of Temporary Closure (NTC) to the Local Chief Executive of the concerned LGU.

B. Appropriate criminal complaint shall be filed by NMIS for violations of Meat Inspection Code of the Philippines (RA 9296 as amended by RA 10536).

SECTION 12. SUPPLETORY CLAUSE

All provisions of all existing and applicable laws and regulations shall be made suppletory to this Administrative Circular.

SECTION 13. REPEALING CLAUSE

All provisions of existing Memorandum Orders, Circulars, Implementing Rules and Regulations and other issuance that are inconsistent with this circular are hereby modified, revoked or repealed accordingly.

Section 14. EFFECTIVITY

This Order shall take effect 15 days after its publication in two newspapers of general circulation and submission of copy to the National Administrative Register (NAR), UP, Diliman, Quezon City

So Ordered

Approved this 23rd day of April, 2021.



WILLIAM D. DAR, Ph. D.

Secretary



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