



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

## ADMINISTRATIVE ORDER

No. 15

Series of 2021

**SUBJECT: GUIDELINES ON THE IMPLEMENTATION OF SECTION 12 OF  
REPUBLIC ACT (RA) NO. 9296 AS AMENDED BY RA NO. 10536 ON  
THE GRANT TO LOCAL GOVERNMENT UNITS (LGUs) OF SMALL SCALE  
MEAT ESTABLISHMENT IMPROVEMENT PROJECT (SSMEIP)**

**WHEREAS**, Section 12 of RA No. 9296, as amended by RA No. 10536, The Meat Inspection Code of the Philippines, provides that the local government units shall endeavor to improve existing meat facilities to comply with national standards, and that the national government shall allocate funds as incentive equivalent to funds available from Local Government Units (LGUs) for this purpose;

**WHEREAS**, Section 17b(E)ix of RA No. 7160, The Local Government Code of 1991, and Rule V, Article 25.h of the Implementing Rules and Regulations provides for the construction, maintenance, and operation of municipal public markets, slaughterhouses, and other economic enterprises as basic services and facilities of the municipalities and cities;

**WHEREAS**, under the Joint DA-DILG-DBM Memorandum Circular No. 1 dated October 17, 2006, "Guidelines on Local Government Units (LGUs) Meat Establishment Improvement Program (MEIP)", only the cities and first class municipalities with daily slaughter of at least 21 hogs, 6 large cattle, or 1,001 birds can qualify for the construction of "AA" standard slaughterhouse;

**WHEREAS**, from 2007 up to 2020, only fifteen (15) cities, thirty-two (32) first class municipalities, and seven (7) second class municipalities were granted assistance under the Meat Establishment Program (MEIP) of the NMIS;

**WHEREAS**, the incentive granted under Section 12 of RA 9296 as amended must be extended also to third, fourth, fifth, and sixth class municipalities, hence, the need to scale down the size of the meat establishment that can provide daily slaughter service for 20 heads of hogs or less, 5 heads of large cattle or less, or 1000 birds or less and other kinds of food animals;

**NOW, THEREFORE, I, WILLIAM D. DAR, Ph.D.**, Secretary of the Department of Agriculture, by virtue of the power vested in me by law, do hereby issue this Administrative Order on guidelines on the implementation of Section 12 of Republic Act No. 9296 as amended by RA No. 10536 on the grant to Local Government Units (LGUs) of small scale meat establishment improvement project (SSMEIP).

**SECTION 1. SCOPE AND COVERAGE.** The small scale meat establishment improvement project shall include slaughterhouse, poultry dressing plant, meat cutting, processing,

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with prosperous farmers and fisherfolk





and cold storage facilities that must conform with either class “A” or class “AA” standard at the option of the LGU.

**SECTION 2. DEFINITION OF TERMS.** For the purpose of implementation of this Circular, the following word or phrase shall be defined as follows:

*Administrative Overhead* refers to cost incurred by the Technical Working Group (TWG) and Project Management Office (PMO) for the implementation of the project such as but not limited to travelling expenses, meals, supplies and materials, honoraria, representation allowance, training & seminar workshop and other miscellaneous expenses.

*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. The implementation of GMP and SSOP shall be required. The conduct of inspection shall be done by the Municipal Meat Inspection Service (MMIS).

*Class AA* refers to semi-automated facilities and operational procedures sufficiently adequate to slaughter food animals, or premises to cut and pack carcasses or primal parts; for inter-municipal distribution and sale in any meat market within the province. The implementation of GMP and SSOP shall be required. The HACCP program may also be implemented in the meat establishment. The conduct of inspection shall be done by the City Meat Inspection Service (CMIS) or the Municipal Meat Inspection Service (MMIS) whichever is applicable.

*Establishment* shall mean new construction, relocation, rehabilitation, improvement, or upgrading of the LGU meat establishment.

*Inspection* refers to the act by an official inspector to ensure compliance with rules and regulations including but not limited to humane handling of slaughter animals, ante and post mortem inspection, quality assurance program, hygiene and sanitation program, good manufacturing program, sanitation standard operating procedures, hazard analysis critical control point program, residue control program on any meat and meat product, meat establishment facilities, transport vehicles and conveyance.

*Meat Establishment (ME)* refers to slaughterhouse, poultry dressing plant, meat cutting, processing facility, or cold storage warehouse.

*Rehabilitation* means restoration of the physical state and operation of non-functional, dilapidated or sub-standard meat establishment (ME) to comply with the NMIS standards. It includes new construction of the ME to a site complying with the Comprehensive Land Use Plan (CLUP) and other requirements of pertinent law, rules or regulation for the construction of ME.

*Relocation* shall mean (a) that the current site is not compliant with existing laws, or; (b) that the existing building is so dilapidated that rehabilitation is not cost efficient, or; (c) that the area does not provide for expansion of the facility, or; (d) such other justifiable and verifiable reason for the transfer. The proposed relocation of the slaughterhouse shall be classified as new construction.

*Small Scale* means the facility shall have only a kill floor area of at least 70 square meters capable of slaughtering of less than 20 hogs, less than five large cattle, or less than 1,000 birds per day, meat cutting, processing, and cold storage facilities.





*Total Project Cost (TPC)* refers to the estimated total cost of the ME facility project which includes but not limited to civil works for the building construction or rehabilitation, meat establishment equipment for slaughtering, fabrication or processing, installation of equipment, and provision of wastes treatment.

**SECTION 3. QUALIFICATION CRITERIA.** The following are the qualification criteria for the availment of SSMEIP:

1. Priority shall be given to LGU applicants classified as third (3<sup>rd</sup>), fourth (4<sup>th</sup>), fifth (5<sup>th</sup>), or sixth (6<sup>th</sup>) class municipality.
2. The applicant LGU must have at least or minimum daily slaughter of 1 to 19 heads of hogs or small ruminants, 1 to 4 heads of large cattle, 1 to 999 heads of poultry, and other food animals to be validated by the NMIS Regional Technical Operations Center (RTOC).
3. The LGU Sanggunian Bayan (SB) must have passed an SB Resolution approving the budget for the construction of the meat establishment and granting authority to the Mayor to enter into Memorandum of Agreement (MOA) with NMIS for the construction of either class "A" or class "AA" standard small scale meat establishment project on a 50:50 cost-sharing scheme.
4. The LGU applicant must have an existing meat inspection ordinance and an appointed LGU Veterinarian or Meat Inspector who is trained or to be trained by the NMIS to do the inspection thereat.
5. The LGU in partnership with the academe must jointly manifest their intent to put up a multi- purpose meat establishment to be located inside the state university or college to serve as basic service facility for the community; training venue for the students, out-of-school youths, private sector meat entrepreneurs, and other interested individuals, and; practicum venue for the NMIS trainees on slaughtering, fabrication, meat quality assurance, and inspection.
6. The proposed construction site for the meat establishment complies with the requirements of the Code of Sanitation (Presidential Decree No. 856), environmental laws, and other relevant laws and their implementing rules and regulations which shall be validated by the joint NMIS Central Office and RTOC site inspection team.

**SECTION 4. APPLICATION REQUIREMENTS.** The following are the application requirements:

1. **Application Period.** The SSMEIP project calendar shall follow the fiscal year, that is from July 31 of the current year to July 31 of the succeeding year to synchronize with the budgeting and allotment procedures of the national government. The application from interested LGUs, however, may be submitted anytime of the year. The Project Management Office (PMO) shall determine and announce the cut-off date for submission of applications.
2. **Technical Assistance.** When necessary, the LGU applicant may request for technical assistance or guidance from the NMIS Regional Technical Operations Center (RTOC) on the documentary requirements and in the preparation of the meat establishment project proposal and business plan.
3. **Letter of Intent.** The letter of intent must contain the complete set of required





documents and must be sent to the address below:

**The Secretary**  
**Department of Agriculture**  
**Elliptical Road, Diliman, Quezon City**

Through:

**The Executive Director**  
National Meat Inspection Service  
No. 4 Visayas Avenue, Barangay Vasra, Quezon City

Copy furnished (cc) the **NMIS Regional Technical Director (RTD)** of the Region where the proposed project will be located.

**4. Mandatory Documents for Submission.** Application with incomplete mandatory documentary requirements shall be returned to the concerned LGU for completion.

**a. Project Proposal.** The LGU applicant must submit a project proposal with attached complete set of mandatory documentary requirements.

a.1. Engineering Plan which includes the following:

- (i) New Building Plan (following the NMIS floor plan), slaughter equipment, site development which includes fence and water storage tank, septic tank and drainage systems, and other amenities; or Rehab Plan/As Built Plan for rehabilitation of meat establishment;
- (ii) Bill of Quantities (BOQ), and;
- (iii) Program of Works (PW) duly signed and sealed by concerned engineering disciplines (civil, mechanical, electrical, etc.)

a.2. List of existing facilities/amenities such as but not limited to communication and internet access; liquid and solid wastes disposal; water and drainage systems; meat transport vehicle; site development in the proposed area; and composition of LGU project management office.

**b. Sanggunian Bayan Resolution** (original copy)

**c. Legal Document.** The submitted legal document must show ownership or physical/actual possession of the proposed site. Certified True Copy (CTC) of any of the following must be submitted by the applicant:

- c.1 Ownership Certificate of Title (OCT) or Transfer Certificate of Title (TCT);
- c.2 Notarized Deed of Absolute Sale;
- c.3 Notarized Deed of Absolute Donation and Acceptance, or;
- c.4 Notarized Deed of Usufruct

**d. Certification by the Municipality/ City Zoning Officer** that the proposed site conforms to their Comprehensive Land Use Plan (CLUP) as Agricultural, Industrial, or Agro-Industrial (original copy);

**5. Mandatory Documents That May Be Allowed to be Submitted on a Later Date**

**e. Environmental Clearance Certificate (ECC)** (certified true copy), or Certification that the proponent has completed the application requirements for ECC or Certificate of Non-Coverage (CNC), whichever is applicable (original copy);



- f. Barangay Resolution** that a barangay consultation had been conducted and that majority of the residents/constituents agreed to the proposed construction of meat establishment project in the area (original copy);
- g. Ordinance on Meat Inspection** (certified true copy), list of LGU veterinarian and or meat inspectors, and; LGU authorized official representative/s to attend the scheduled meetings with the NMIS (original copy)

**6. Optional Documents for Submission.**

- a. Certification from the NMIS Central Office and RTOC site inspection team attesting that the proposed location complies with the requirements of the Code of Sanitation (Presidential Decree No. 856), environmental laws and other relevant laws and the implementing rules and regulations;
  - b. Classification of the LGU as certified by the DOF-BLGF (e.g. third, fourth, fifth, or sixth class municipality)
  - c. Assessor's certification of the availability of right of way/access road, site development such as fence and water tank in the area, certificate of availability of electricity and water source, communications and internet access, and other required clearances from concerned government agencies e.g. ECC from DENR, deep well permit, etc.;
  - d. Certification from the LGU that the proposed site is not occupied by informal settlers or surrounded by residential areas.
7. **Checklist** on submitted documents and other requirements is attached. (Annex A. Checklist of Requirements)

**SECTION 5. SELECTION PROCEDURES.** The following screening process shall be observed:

**1. The NMIS Regional Technical Operation Center (RTOC) Infrastructure Focal Persons** shall:

- a. Check all documents submitted by the LGU applicant using the checklist template. Incomplete documents shall be returned to the LGU applicant with notation of the deficiencies for completion. ( Annex B)
- b. Conduct joint site inspection with the PMO-Engineering and concerned LGU officials within three (3) days from receipt of the complete application documents to check conformance of the proposed site to the requirements of existing laws, rules and regulations; check the existing facilities/amenities such as but not limited to right of way (where applicable), access road, site development (fence and water tank), utilities (electricity and water supplies), communication and internet access , clearances from concerned government agencies, and; validate the prices of material on the Bill of Quantities (BOQ) to arrive at a more or less realistic total project cost;
- c. Submit the Site Inspection Report together with the LGU documents to the SSMEIP TWG at the Central Office within one (1) week from receipt of the complete application documents;

**2. The NMIS Central Office (CO) SSMEIP TWG** shall:





- a. Create an SSMEIP Technical Working Group (SSMEIP TWG) to screen and evaluate the submitted documents by the LGU applicant to be chaired by the Deputy Executive Director. The TWG shall review and determine the final estimated total project cost based on the BOQ, POW, and other pertinent documents submitted by the proponent.
- b. Review and evaluate only those LGU applications with complete requirements that were submitted on or before the cut-off date. Applications received after the cut-off date shall be marked 'For Next Year Evaluation' and shall be placed on file. The concerned LGU applicant shall be informed immediately of the deficiency.
- c. Require the applicant additional supporting documents for evaluation such as Certification by the LGU Chief Finance Officer (CFO) on the availability of funds equivalent to the required amount of fifty percent (50%) of the total project cost to enable the SSMEIP TWG to arrive at an intelligent and informed decision.
- d. Prepare a short list of priority but qualified LGU applicants based on the criteria set and submit to the Executive Director for approval within one (1) month from the start of the evaluation process.
- e. Inform those qualified LGUs to attend the Social Preparation Orientation Workshop (SPOW) to be conducted by NMIS.
- f. Provide the LGU copy of the Memorandum of Agreement (MOA) for review and comment by the LGU's Legal Office.
- g. Notify the LGU recipient upon approval of their application for incentive under the Small Scale Meat Establishment Improvement Project.

## **SECTION 6. PROJECT IMPLEMENTATION AND RESPONSIBILITIES**

### **1. The Local Government Unit (LGU) Recipient shall:**

- a. Be represented by its Mayor who shall sign the Memorandum of Agreement (MOA) with NMIS, as represented by its Executive Director (Annex C. MOA Template);
- b. Pay the cost of the civil works and site improvements, and provide the meat transport vehicle to be used in the meat establishment. The NMIS shall pay for the cost of the slaughtering equipment and utensils. Any deficiency during the course of the project implementation shall be assumed by the recipient LGU.
- c. Submit a Business Plan to the NMIS prior to the conduct of the Slaughterhouse Operations and Management Orientation Seminar (SOMOS).
- d. The LGU must exercise extraordinary diligence in its compliance with all the stipulations agreed upon as embodied in the signed MOA. Inability to complete the project within the agreed construction period without valid justification shall constraint the NMIS to forfeit the incentive and award the project to other interested LGUs.
- e. The LGU shall be responsible for the repair and regular maintenance of the meat establishment to ensure that it is operating in good condition at all times.

### **2. Bids and Award Committee (BAC)**

Public Bidding of the project may be undertaken either by the LGU or the NMIS at the Central Office. In either case, the NMIS-CO PMO-Engineering Team and NMIS-RTOC



Infrastructure Focal Persons shall join the concerned Bids and Award Committee (LGU BAC or NMIS BAC) as technical experts.

**3. The NMIS RTOC Infrastructure Focal Persons**

The concerned RTOC shall regularly conduct an on-site inspection, announced or unannounced, to monitor and ascertain the progress of the project implementation and shall submit monthly progress report to the NMIS Executive Director and the LGU Mayor thru the Project Management Office (PMO)-Engineering Team on the project status and completed work and conformance to the standards.

**4. Project Management Office-Engineering Team (PMO-ET)**

- a. The PMO-Engineering Team shall manage the implementation of the small scale meat establishment improvement projects.
- b. It shall coordinate with the concerned NMIS Divisions and or Agencies/Offices, government or private, for the conduct of the Slaughterhouse Operations and Management Orientation Seminar (SOMOS); Butcher's Training; Basic and Advance Meat Inspection Training Courses for the LGU veterinarians and meat inspectors; Meat Safety and Quality Assurance; Marketing and Promotion; and such other necessary capability building activities for the sustainable operations of the meat establishment as an economic enterprise;
- c. The PMO-ET shall coordinate with the LGU on the schedule of the dry run and turn-over of the completed project in collaboration with the concerned NMIS Divisions, LGU officials, and other Agencies/Offices.
- d. Where the project is implemented by the LGU, the PMO-ET shall demand that the liquidation documents must be duly audited by the LGU Resident COA Auditor.
- e. It must ensure that the completed meat establishment project be recorded in the LGU Book of Accounts and a photocopy of the entry must be attached to the terminal report.
- f. The PMO-ET shall submit to the Executive Director a Project Completion/Terminal Report for each project completed reflecting the actual cost and the verified/ validated As Built Plan of the completed SS-MEIP submitted by the contractor.
- g. It shall prepare an annual budget plan for the SSMEIP which shall be included in the agency's proposed budget for the coming year.

**5. NMIS Finance/Inspectorate Group**

- a. It shall monitor the utilization of the fund based on progress billing scheme during the project implementation in accordance with its objective.
- b. It shall check the completeness of the required documents as to completeness prior to the payment of the billing statement. The policy of "No Documents, No Payment" shall be observed. (Annex D. Billing Statement Checklist).

**SECTION 7. SUPPLEMENTARY CLAUSE.** All other issuances relevant to the purpose, intent and spirit of this policy as far as the small scale meat establishment improvement project can be further enhanced shall be made supplementary to the provisions of this Order.



## LIST OF ANNEXES

Engineering Plan, BOQ, and PW Template (Annex A)  
Checklist of Requirements (Annex B)  
Memorandum of Agreement (MOA) Template (Annex C)  
Billing Statement Checklist (Annex D)





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Thru: *through:*

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**b. Sanggunian Bayan Resolution** (original copy)

**c. Legal Document.** The submitted legal document must show ownership or physical/actual possession of the proposed site. Certified True Copy (CTC) of any of the following must be submitted by the applicant:☺

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**d. Certification by the Municipality/ City Zoning Officer** that the proposed site conforms to their Comprehensive Land Use Plan (CLUP) as Agricultural, Industrial, or Agro-Industrial (original copy);

**5. Mandatory Documents That May Be Allowed to be Submitted on a Later Date**

**e. Environmental Clearance Certificate (ECC)** (certified true copy), or Certification that the proponent has completed the application requirements for ECC or Certificate of Non-Coverage (CNC), whichever is applicable (original copy);





**SECTION 8. REPEALING CLAUSE.** The Department of Agriculture Department Circular No. 03 series of 2017 is hereby revoked or superseded by this Circular.

**SECTION 9. EFFECTIVITY.** This Order shall take effect fifteen (15) days after publication in a newspaper of general circulation and submission of copy to the Office of the National Administrative Register (ONAR) at the UP Law Center, Diliman, Quezon City.

So Ordered

Approved this 29<sup>rd</sup> day of April, 2021.



**WILLIAM D. DAR, Ph.D.**

Secretary



DEPARTMENT OF AGRICULTURE

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