



NATIONAL MEAT INSPECTION SERVICE

CITIZEN'S CHARTER
2024 (1st Edition)



NATIONAL MEAT INSPECTION SERVICE

CITIZEN'S CHARTER
2024 (1st Edition)



I. Mandate:

The National Meat Inspection Service is a specialized regulatory agency in the Department of Agriculture that is the country's sole national controlling and competent authority on all matters pertaining to meat inspection and hygiene both for locally produced and imported meat. It was created under Presidential Decree No. 7 as National Meat Inspection Commission and renamed as National Meat Inspection Service under R.A. 9296, otherwise known as "The Meat Inspection Code of the Philippines," As amended by R.A. 10536. NMIS is tasked to formulate, promulgate and implement laws, policies, programs and projects governing the post-harvest flow of meat in order to protect the interest and welfare of consumers and promote the development of the livestock and meat industry.

II. Vision:

Ensuring Safe and Quality Meat for a Healthy Philippines

III. Mission:

Providing modernized meat inspection service using relevant technologies to protect the consuming public while promoting the livestock and poultry sector with government and industry partners to ensure adequate supply of meat

IV. Service Pledge:

Upholding the core values of highest standards of professionalism, integrity, teamwork, and accountability, the National Meat Inspection Service, empowered as the sole national controlling authority on meat inspection and meat hygiene COMMITS TO:

1. Protect the meat consuming public through sustained excellent and efficient meat inspection system by implementing appropriate and innovative technologies to ensure meat safety and quality;
2. Support the dynamic development of livestock, poultry and meat industry that is globally competitive and responsive to food security and sustainable development;
3. Continuously develop the capability of our human resources and provide equitable opportunities for career growth;
4. Comply with statutory and regulatory requirements, and;
5. Determinedly ensure an efficient and sustainable meat inspection system by attending to all requesting internal and external clienteles from 8:00AM to 5:00PM even during lunch break.

LIST OF SERVICES

CENTRAL OFFICE – EXTERNAL SERVICES

Accreditation and Registration Division (ARD)

- | | | |
|---|---|----|
| 1 | Issuance of License to Operate (LTO) to Meat Establishments (Slaughterhouse, Poultry Dressing Plant, Meat Cutting Plant, Meat Distribution Center and Cold Storage Warehouse) – Initial/ New and Renewal - MANUAL APPLICATION | 10 |
| 2 | Issuance of License to Operate (LTO) to Meat Establishments (Slaughterhouse, Poultry Dressing Plant, Meat Cutting Plant, Meat Distribution Center and Cold Storage Warehouse) - Initial/ New and Renewal - ONLINE APPLICATION-NARIS | 20 |
| 3 | Issuance of the NMIS HACCP Certificate for New and Renewal | 30 |

Laboratory Division (LD)

- | | | |
|---|--|----|
| 1 | Provision of Laboratory Testing to Walk-in Clients | 36 |
|---|--|----|

Meat Import and Export Division (MIED)

- | | | |
|----|--|----|
| 1 | Issuance of Certificate of New License to Import (LTI) | 47 |
| 2 | Issuance of Certificate of Renewal of License to Import (LTI) as Meat Importer with Onsite Verification | 53 |
| 3 | Issuance of Certificate of Renewal of License to Import (LTI) as Meat Importer without Onsite Verification | 60 |
| 4 | Issuance of Certificate of Attendance to Meat Importers' Orientation Relative to Application for License to Import (LTI) | 67 |
| 5 | Inspection of Imported Meat upon Arrival at the DA-NMIS Licensed Cold Storage Warehouse (CSW) including Customs Bonded Warehouse (CBW) and Issuance of Veterinary Quarantine Meat Inspection and Laboratory Certificate (VQMILC) | 69 |
| 6 | Approval of Request for Transfer of Imported Meat to Another DA-NMIS Licensed Cold Storage Warehouse (CSW) | 71 |
| 7 | Issuance of Certificate of Meat Inspection (COMI) | 73 |
| 8 | Issuance of Certificate of Registration of Meat Exporters with Onsite Validation | 74 |
| 9 | Issuance of Certificate of Registration of Meat Exporters without Onsite Validation | 77 |
| 10 | Issuance of Official Meat Inspection Certificate (OMIC) | 80 |



Meat Standard Development and Consumer Protection Division (MSDCPD)

1	Issuance of Sales Promotion Permit at the Central Office	83
2	Redress of Consumer Complaint for Under Mediation	87
3	Redress of Consumer Complaint for Regulatory Investigation	90
4	Redress of Consumer Complaint received at the Central Office and Endorsed to Other Office	92

Plant Operation Standard and Monitoring Division (POSMD)

1	Deputation of LGU Meat Inspection Officer	95
---	---	----

Project Management Office (PMO)

1	Issuance of Registration to Meat Establishment Contractors, Fabricators, and Equipment/Facility and Refrigeration Supplier	98
2	Procedure for Technical Assistance in the Meat Establishment, that is, Construction, Repair, Rehabilitation, Expansion and Upgrading	104
3	Procedure for the Availment of Meat Establishment Improvement Program (MEIP) for Funding Assistance	107

Administrative Division – facility Management Office

1	Request for Use of Dormitory, SHE Hall and Conference Room Property	113
---	---	-----

Human Resource Management Section

1	Filling Up of Vacant Positions	117
---	--------------------------------	-----

Records Unit

1	Issuance of Certified True Copy of Certificate	122
2	Release of Certificates	125
3	Issuance of Certified Copy of NMIS Documents/ Request For Document Retrieval	126

CENTRAL OFFICE - INTERNAL SERVICES

Plant Operation Standard and Monitoring Division (POSMD)

1	Issuance of Meat Inspection Certificate (MIC) Supply to RTOCs	130
---	---	-----



Laboratory Division (LD)

- | | | |
|---|---|-----|
| 1 | Provision of Laboratory Testing for Samples on NMIS Monitoring and Surveillance Programs and support activities with partner institutions | 133 |
| 2 | Provision of Laboratory Supplies to RTOC Satellite Laboratories | 140 |

Planning and Information Management Division - Information Technology (PIMD-IT)

- | | | |
|---|--|-----|
| 1 | Request For ICT Service (ICT Service Desk) | 144 |
|---|--|-----|

Administrative Division

- | | | |
|---|---|-----|
| 1 | Request for Use of Vehicle or Shuttle Service | 149 |
|---|---|-----|

Administrative Division

- | | | |
|---|---|-----|
| 1 | Request for Use of Dormitory, SHE Hall and Conference Room Property | 152 |
|---|---|-----|

Human Resource Management Section

- | | | |
|---|--|-----|
| 1 | Issuance of Personnel Related Documents and Identification (ID) Card | 156 |
| 2 | Processing of Application for Leave | 158 |
| 3 | Processing of Authority To Travel by Air | 160 |
| 4 | Processing of Authority To Travel by Land and/or Sea | 162 |
| 5 | Processing of Clearance | 164 |
| 6 | Processing of Payroll | 165 |

Records Unit

- | | | |
|---|---|-----|
| 1 | Issuance of Certified Copy of NMIS Documents/Request For Document Retrieval | 169 |
| 2 | Request for Mailing/Courier Service | 171 |

Office of the Executive Director - Bids and Awards Committee Office

- | | | |
|---|--|-----|
| 1 | Procurement of Goods and Services, Infrastructure and Consulting Services through Public Bidding | 174 |
| 2 | Procurement of Goods and Services, Infrastructure and Consulting Services through Small Value Procurement and Shopping Under Section 52.1(B) | 179 |

Finance Division

- | | | |
|---|-----------------------------------|-----|
| 1 | Processing of Claims of Employees | 184 |
|---|-----------------------------------|-----|

Regional Technical Operation Centers- External Services



Laboratory Section

- | | | |
|---|---|-----|
| 1 | Provision of Laboratory Testing to Walk-in Clients (at Regional Satellite Laboratories) | 192 |
|---|---|-----|

Accreditation and Registration Section

- | | | |
|---|--|-----|
| 1 | Issuance of Certificate of Registration for Meat Transport Vehicle (MTV) for New and Renewal | 200 |
|---|--|-----|

Plant Operation Standard and Monitoring Section (POSMS)

- | | | |
|---|--|-----|
| 1 | Certification of fitness of meat for human consumption
(Issuance of MIC to clients) | 205 |
|---|--|-----|

Meat Standard Development and Consumer Protection Section (MSDCPS)

- | | | |
|---|--|-----|
| 1 | Issuance of Sales Promotion Permit of Regional Technical Operation Center | 209 |
| 2 | Redress of Consumer Complaint at the Regional Technical Operation Center (RTOC) | 213 |
| 3 | Redress of Consumer Complaint for Under Mediation at the NMIS Regional Technical Operation Center (RTOC) | 217 |

Regional Technical Operation Centers- Internal Services

Laboratory Section

- | | | |
|---|---|-----|
| 1 | Provision of Laboratory Testing for Samples on NMIS Monitoring and Surveillance Programs and support activities with partner institutions | 221 |
|---|---|-----|

Feedbacks and Complaints	226
--------------------------	-----

List of Offices	227
-----------------	-----

Annex – LIST OF IDs	230
---------------------	-----

Central Office

External Services

Accreditation and Registration Division

External Services

1. Issuance of License to Operate (LTO) to Meat Establishments (Slaughterhouse, Poultry Dressing Plant, Meat Cutting Plant, Meat Distribution Center and Cold Storage Warehouse) – Initial/ New and Renewal - MANUAL APPLICATION

Evaluation, verification of technical and documentary requirements, and inspection of Meat Establishment (ME) applying for License to Operate (LTO) to ensure compliance to structural and operational requirements.

Office or Division:	Accreditation and Registration Division (ARD)
Classification:	Highly Technical
Type of Transaction:	G2B - Government to Business
Who may avail:	Meat Establishment Operators or Owners
Fees to be Paid:	Refer to Table A. Fees and Charges for Poultry Dressing Plant, Slaughterhouse, Meat Cutting Plant, Meat Distribution Center Refer to Table B. Fees and Charges for Cold Storage Warehouse Refer to Table C. Applicable Mailing Fees
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
INITIAL LTO	
1. Duly accomplished application form as prescribed by NMIS regulations (original copy)	Downloadable application form at NMIS official website (www.nmis.gov.ph)
2. Floor plan / schematic diagram of the meat establishment showing the traffic flow (for personnel, product, wastes and condemned) (1 photocopy)	Client
3. List of equipment and its rated capacity (1 photocopy)	Client
4. Valid government or company issued Identification Card (ID) of authorized representative (1 photocopy)	Client
5. Government Owned or Controlled Corporation and Privately owned meat establishment, the authorization granting the operation of meat establishment (e.g. Sangguniang Bayan Resolution mandatory for LGU owned, Valid Business Permit and/or Mayor's Permit indicating type of Meat Establishment (scope of activity), Certification issued by Cooperative Development Authority) (1 photocopy)	LGU Business One Stop Shop/CDA/LGU

6. Bureau of Internal Revenue (BIR) Tax Identification Number of the Meat Establishment indicating type of business (1 photocopy)	BIR RDO (where the establishment is located)
7. Environment Clearance Certificate (ECC)/ Certificate of Non-Coverage from the Department of Environment Natural Resources (DENR) - Environmental Management Bureau (EMB)/Laguna Lake Development Authority (LLDA)(1 photocopy)	Department of Environment & Natural Resources (DENR) Regional Office
8. For single proprietorship, Certificate of Business Registration issued by the Department of Trade and Industry (1 photocopy)	DTI Regional Office
9. For Corporation and Partnership, Certificate of Registration issued by Securities and Exchange Commission (SEC)(1 photocopy)	Securities and Exchange Commission (SEC)
10. Permit to Operate for Air Pollution Source-Control Installation/ Exemption Certificate (mandatory for CSW**) (1 photocopy)	DENR-EMB
11. Sanitary Permit (mandatory for CSW**) (1 photocopy)	LGU Business One Stop Shop
12. Certificate of Water Potability (1 photocopy)	LGU Health Department
13. Latest photographs of plant showing the major areas of the operation, equipment and other facilities of slaughterhouse, meat cutting plant, poultry dressing plant, distribution center/depot based on the products produced (from receiving of food animals, up to dispatch of carcasses); For CSW recent photographs of inner and outer portion (1 original copy)	Client
14. Updated and duly signed Hygiene and Sanitation Program (Good Manufacturing Practices (GMP)/ Good Operating Practices (GOP)/Sanitation Standard Operating Procedure	Client

(SSOP) for “AA” Classification (1 photocopy)	
15. Official Receipt issued by NMIS for LTO and processing fee (1 photocopy)	NMIS Regional Technical Operation Center (RTOC), Special Collecting Officer (SCO)
16. Reliable recording system for readily available information (mandatory for CSW**) (1 photocopy)	Client
17. List of clientele (with specific products) for the last two (2) years, where applicable (mandatory for CSW**) (1 photocopy)	Client
18. List of product and commodity stored (mandatory for CSW**) (1 photocopy)	Client
RENEWAL	
1. Duly accomplished application form as prescribed by NMIS regulations (1 original copy)	Downloadable application form at NMIS official website (www.nmis.gov.ph)
2. Valid Identification Card of authorized representative (1 photocopy)	government or company issued ID
3. Government Owned or Controlled Corporation and Privately-owned meat establishment, the authorization granting the operation of meat establishment (e.g. Sangguniang Bayan Resolution mandatory for LGU owned, Valid Business Permit and/or Mayor’s Permit indicating type of Meat Establishment (scope of activity), Certification issued by Cooperative Development Authority) (1 scanned copy)	LGU Business One Stop Shop
4. Sanitary Permit (for CSW only) (1 photocopy)	LGU Business One Stop Shop
5. Permit to Operate Air Pollution Source-Control-Installation (for CSW only) (1 photocopy)	DENR-EMB
6. Certificate of Water Potability (1 photocopy)	LGU Health Department
7. Latest photographs of areas and equipment recently renovated and installed (1 original)	Client

8. Updated Ante-mortem and Post-mortem Inspection fee payments certification (Slaughterhouse and PDP only) (1 photocopy)		NMIS Regional Technical Operation Center (RTOC), Special Collecting Officer (SCO)		
9. List of clienteles (with specific products) for the last two (2) years, where applicable (mandatory for CSW**) (1 photocopy)		Client		
10. Official Receipt issued by NMIS for LTO and processing fee (1 photocopy)		NMIS Regional Technical Operation Center (RTOC), Special Collecting Officer (SCO)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish the Application form (Access the NMIS website and download the application form) Fill in all the fields. Mark required field with N/A if not applicable and submit duly accomplished application form and requirements to RTOC ARS	1.1. NMIS Regional Technical Operation Center (RTOC) - Accreditation & Registration Section (ARS) Focal to receive and verify the veracity of submitted application form for completeness and accuracy of documentary requirements.	None	4 hours	<i>Accreditation and Registration Focal Regional Technical Operation Centers (RTOC)</i>
	1.2 Issue Statement of Account (SOA) and endorse for payment to Special Collecting Officer (SCO)			
2. Pay the corresponding fees as	2.1. Receives the payment and issue	For Fees Table A. Fees and	1 working day	<i>Special Collecting Officer</i>

<p>prescribed by DA/ NMIS regulation</p> <p><i>Note: Payment on fees and charges does not guarantee approval of application</i></p>	Official Receipt (OR)	<p>Charges for Poultry Dressing Plant, Slaughterhouse, Meat Cutting Plant, Meat Distribution Center*</p> <p>Table B. Fees and Charges for Cold Storage Warehouse**</p> <p>For Mailing Fee Refer to Table C</p>		Regional Technical Operation Centers (RTOC)
	2.2. Endorse the complete documents to NMIS Central Office	None	4 working days	Accreditation and Registration Focal Regional Technical Operation Centers (RTOC)
	2.3 Receive and evaluate endorsed application from the NMIS Regional Technical Operation Center (RTOC) thru records unit for completeness			Meat Inspector III or Senior Meat Control Officer Accreditation and Registration Division
	2.4 Schedule on-site evaluation/	None	3 working days	Accreditation and

	<p>Meat Safety and Quality Assurance (MSQA) audit of the Meat Establishment and identify evaluators and/or MSQA auditors and endorse to ARD CO</p> <p><i>Note. For evaluation/ MSQA audit outside the region ARD Central office shall assign MSQA auditors to Client MEs</i></p>			<p><i>Registration Focal Regional Technical Operation Centers (RTOC)</i></p>
	<p>2.5 Preparation of Memorandum and Travel authority of Evaluators and or MSQA Auditors</p>			<p><i>Meat Inspector III or Senior Meat Control Officer Accreditation and Registration Division Accreditation and Registration Focal Regional Technical Operation Centers (RTOC)</i></p>
3. Assign key officers of the company and with on-going	3.1 On-site/ Virtual evaluation on structural requirements/	None	7 days	<i>Accreditation and Registration</i>

<p>operation during the on-site/virtual evaluation/ MSQA audit</p> <p>Acknowledge result of the evaluation/audit findings</p> <p>Note: For Corrective action, Client will submit to NMIS RTOC the Corrective Action and Preventive Action (CAPA) including all supporting documents ((such as but not limited to photos, records/ data) on the identified deviations</p> <p>Note: For on-site follow-up/close-out audit, Assign key officers and with on-going operation)</p>	MSQA audit			<p><i>Focal Meat Import and Export Focal Plant Operation Standard and Monitoring Section Focal Regional Technical Operation Centers (RTOC)</i></p> <p><i>Meat Inspector III or Senior Meat Control Officer Accreditation and Registration Division</i></p>
	3.2 Discuss and provide copy of findings and results with the management and require submission of Corrective and Preventive Action (CAPA) plan			
	3.3 Preparation of the final evaluation/audit report			
	3.4 Review and approval of the final evaluation			<p><i>Chief Meat Control Officer Accreditation and Registration Division</i></p>
	3.5 Endorse approved evaluation/ audit report to client and RTOC			<p><i>Meat Inspector III or Senior Meat Control Officer Accreditation and Registration Division</i></p>
	Note: Compliant MEs for LTO issuance			

	Non-compliant ME's for on-site/ offsite follow up audit			<i>Records Officer II</i> Records Unit
	For onsite / offsite follow-up audit, procedures from Step 2.4 will be repeated until compliant based on the NMIS approved issuances*.			
	3.6 Prepare LTO for compliant MEs.			<i>Meat Inspector III or Senior Meat Control Officer</i> Accreditation and Registration Division <i>Records Officer II</i> Records Unit
	3.7 Final review of LTO			<i>Chief Meat Control Officer</i> Accreditation and Registration Division
	3.8 Approval of LTO			<i>Executive Director</i> Office of the Executive Director

	3.9 Release of approved LTO Certificate to client thru mail / pick-up by applicant /RTOC (e.g. recording, scanning, dry sealing) and transmittal			Records Officer II Records Unit
4. Receive LTO certificate and provide feedback satisfaction survey	4.1. Provide the Standardized Client/ Customer Satisfaction Survey Form	None	1 hour	Records Officer II Records Unit
	TOTAL	Table A. Fees and Charges for Poultry Dressing Plant, Slaughterhouse, Meat Cutting Plant, Meat Distribution Center Table B. Fees and Charges for Cold Storage Warehouse Table C. Mailing Fee	16 working days and 5 hours	

Table A. Fees and Charges for Poultry Dressing Plant, Slaughterhouse, Meat Cutting Plant, Meat Distribution Center

NMIS Memorandum Circular No. 08-2017-013, IRR on Licensing of Meat Establishment with National and International Distribution

	Class AA		Class AAA		TOTAL	
Initial/New Applicant: valid for 6 months	LTO fee (PHP700.00)	Processing Fee (PHP 500.00)			PHP 1,200.00	
Upgrading/Initial : valid for 6 months			LTO fee (PHP 700.00)	Processing Fee (PHP 500.00)	AA	AAA
						PHP 1,200.00
Renewal: valid for 1 year	LTO fee (PHP 3,500.00)	Processing Fee (PHP 500.00)	LTO fee (PHP 4,167.00)	Processing Fee (PHP 500.00)	PHP 4,000.00	PHP 4,667.00
Renewal: valid for 3 years	LTO fee (PHP 10,500.00)	Processing Fee (PHP 500.00)	LTO fee (PHP 12,500.00)	Processing Fee (PHP 500.00)	PHP 11,000.00	PHP 13,000.00

Table B. Fees and Charges for Cold Storage Warehouse

DA Administrative Circular No.1 series of 2021, Mandatory Accreditation of Cold Storage Warehouses (CSWs) for Agricultural and Fishery Products.

Cold Storage Warehouse (initial LTO valid for 6 months and renewal valid for two (2) years)	Class AA	Class AAA	TOTAL	
	LTO fee Php 4,000.00	LTO fee Php 5,000.00	Class AA	Class AAA
			Php 4,000.00	Php 5,000.00

For Mailing Fee:

Memorandum Order No. CO-01-2024-038 "Current Courier Service Mailing Rate/Fee for Clients Availing the Delivery Services of documents from Central Office to their Requested Address/Location"

Region/Location	Current Mailing Rate/Fee		
	Accreditation Certificate – MIT/LTO initial, etc. (A4 size paper)	Other Documents (Legal size paper)	LTO Certificate (A3 size paper)
NCR	PHP 106.72	PHP 132.90	PHP 230.00
North Luzon	PHP 132.52	PHP 144.80	PHP 245.00
South Luzon	PHP 142.52	PHP 144.80	PHP 245.00
Visayas	PHP 144.42	PHP 156.70	PHP 285.00
Mindanao	PHP144.42	PHP 156.70	PHP 285.00

2. Issuance of License to Operate (LTO) to Meat Establishments (Slaughterhouse, Poultry Dressing Plant, Meat Cutting Plant, Meat Distribution Center and Cold Storage Warehouse) - Initial/ New and Renewal - ONLINE APPLICATION-NARIS

Evaluation, verification of technical and documentary requirements, and inspection of Meat Establishment (ME) applying for License to Operate to ensure compliance to structural and operational requirements.

Office or Division:	Accreditation and Registration Division (ARD)
Classification:	Highly Technical
Type of Transaction:	G2B - Government to Business
Who may avail:	Meat Establishment Operators or Owners
Fees to be Paid:	Refer to Table A. Fees and Charges for Poultry Dressing Plant, Slaughterhouse, Meat Cutting Plant, Meat Distribution Center Refer to Table B. Fees and Charges for Cold Storage Warehouse Refer to Table C. Applicable Mailing Fees
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
INITIAL LTO	
1. Floor plan / schematic diagram of the meat establishment showing the traffic flow (for personnel, product, wastes and condemned) (1 photocopy)	Client
2. List of equipment and its rated capacity (1 photocopy)	Client
3. Valid government or company issued Identification Card (ID) of authorized representative (1 photocopy)	Client
4. Government Owned or Controlled Corporation and Privately owned meat establishment, the authorization granting the operation of meat establishment (e.g. Sangguniang Bayan Resolution mandatory for LGU owned, Valid Business Permit and/or Mayor's Permit indicating type of Meat Establishment (scope of activity), Certification issued by Cooperative Development Authority) (1 photocopy)	LGU Business One Stop Shop/CDA/LGU
5. Bureau of Internal Revenue (BIR) Tax Identification Number of the Meat Establishment indicating type of	BIR RDO (where the establishment is located)

business (1 photocopy)	
6. Environment Clearance Certificate (ECC)/ Certificate of Non-Coverage from the Department of Environment Natural Resources (DENR) - Environmental Management Bureau (EMB)/Laguna Lake Development Authority (LLDA)(1 photocopy)	Department of Environment & Natural Resources (DENR) Regional Office
7. For single proprietorship, Certificate of Business Registration issued by the Department of Trade and Industry (1 photocopy)	DTI Regional Office
8. For Corporation and Partnership, Certificate of Registration issued by Securities and Exchange Commission (SEC)(1 photocopy)	Securities and Exchange Commission (SEC)
9. Permit to Operate for Air Pollution Source-Control Installation/ Exemption Certificate (mandatory for CSW**) (1 photocopy)	DENR-EMB
10. Sanitary Permit (mandatory for CSW**) (1 photocopy)	LGU Business One Stop Shop
11. Certificate of Water Potability (1 photocopy)	LGU Health Department
12. Latest photographs of plant showing the major areas of the operation, equipment and other facilities of slaughterhouse, meat cutting plant, poultry dressing plant, distribution center/depot based on the products produced (from receiving of food animals, up to dispatch of carcasses); For CSW recent photographs of inner and outer portion (1 original copy)	Client
13. Updated and duly signed Hygiene and Sanitation Program (Good Manufacturing Practices (GMP)/ Good Operating Practices (GOP)/Sanitation Standard Operating Procedure (SSOP) for "AA" Classification (1 photocopy)	Client

14. Official Receipt issued by NMIS for LTO and processing fee (1 photocopy)	NMIS Regional Technical Operation Center (RTOC), Special Collecting Officer (SCO)
15. Reliable recording system for readily available information (mandatory for CSW**) (1 photocopy)	Client
16. List of clientele (with specific products) for the last two (2) years, where applicable (mandatory for CSW**) (1 photocopy)	Client
17. List of product and commodity stored (mandatory for CSW**) (1 photocopy)	Client
RENEWAL	
1. Valid Identification Card of authorized representative (1 photocopy)	government or company issued ID
2. Government Owned or Controlled Corporation and Privately-owned meat establishment, the authorization granting the operation of meat establishment (e.g. Sangguniang Bayan Resolution mandatory for LGU owned, Valid Business Permit and/or Mayor's Permit indicating type of Meat Establishment (scope of activity), Certification issued by Cooperative Development Authority) (1 scanned copy)	LGU Business One Stop Shop
3. Sanitary Permit (for CSW only) (1 photocopy)	LGU Business One Stop Shop
4. Permit to Operate Air Pollution Source-Control-Installation (for CSW only) (1 photocopy)	DENR-EMB
5. Certificate of Water Potability (1 photocopy)	LGU Health Department
6. Latest photographs of areas and equipment recently renovated and installed (1 original)	Client
7. Updated Ante-mortem and Post-mortem Inspection fee payments certification (Slaughterhouse and PDP only) (1 photocopy)	NMIS Regional Technical Operation Center (RTOC), Special Collecting Officer (SCO)
8. List of clienteles (with specific products) for the last two (2) years,	Client

where applicable (mandatory for CSW**) (1 photocopy)				
9. Official Receipt issued by NMIS for LTO and processing fee (1 photocopy)		NMIS Regional Technical Operation Center (RTOC), Special Collecting Officer (SCO)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Access www.naris.nmis.gov.ph and Register and fill out online application form* and attach documentary requirements and submit. <i>Note: Scan and prepare documentary requirements and save into one folder prior to on-line application. Shall monitor their NARIS Account for any notification from NMIS</i>	1.1. Review the submitted application in NARIS	None	4 hours	<i>Accreditation and Registration Verifier</i> Accreditation and Registration Division
	1.2a For compliant applications, notify the client to proceed with the payment of corresponding fees to NMIS Regional Technical Operation Center where the meat establishment is located 1.2b For non-compliant applications, notify the client on the deficiency cited during the verification.			
2. Request from NMIS RTOC ARS for the Statement of Account / Order of Payment	2.1. NMIS RTOC ARS issue Statement of Account (SOA) / Order of Payment (OP)	None	1 working day	<i>Special Collecting Officer (SCO)</i> Regional Technical Operation Centers (RTOC)

3. Pay the corresponding fees as prescribed by DA/NMIS regulation	3.1 Receives the payment and issue Official Receipt (OR)	<p>Table A. Fees and Charges for Poultry Dressing Plant, Slaughterhouse, Meat Cutting Plant, Meat Distribution Center</p> <p>Table B. Fees and Charges for Cold Storage Warehouse</p> <p>Table C. Mailing Fee</p>	4 working days	Accreditation and Registration Focal Regional Technical Operation Centers (RTOC)
4. Log in to NARIS website and attach Official Receipt	4.1. Review the submitted OR	None	4 hours	Accreditation and Registration Verifier Accreditation and Registration Division
	<p>4.2. Notify the client on approved payment.</p> <p>Note: Only fully paid applications shall be endorsed for Evaluation/ MSQA audit and shall serve as reference for scheduling of evaluation and/or MSQA audit</p>			
5. Receive notification on the schedule of onsite/ virtual	5.1. Schedule on-site/virtual evaluation/MSQA audit of	None	3 working days	Accreditation and Registration

evaluation/ MSQA audit	<p>the Meat Establishment and identify evaluators and or MSQA auditors and endorse to ARD CO</p> <p><i>Note. For evaluation/ MSQA audit outside the region ARD Central Office shall assign MSQA auditors to Client MEs</i></p>			Regional Technical Operation Centers (RTOC)
	5.2. Preparation of Memorandum and Travel authority of Evaluators and or MSQA Auditors			<p><i>Meat Inspector III or Senior Meat Control Officer Accreditation and Registration Division</i></p> <p><i>Accreditation and Registration Regional Technical Operation Centers (RTOC)</i></p>
6. Assign key officers of the company and with on-going operation during the on-site/virtual evaluation/MSQ	6.1. On-site evaluation on structural requirements/ MSQA audit	None	7 working days	<i>Accreditation and Registration Focal Meat Import and Export Sections</i>

<p>A audit</p> <p>*Acknowledges result of the evaluation/audit findings/ Acknowledges approved evaluation/ audit report</p> <p>Note: The client submit to NMIS RTOC the Corrective Action and Preventive Action (CAPA) Plan Report including all supporting documents (such as but not limited to photos, records/ data) on the identified deviations</p> <p>Note: For on-site follow-up/close- out audit, Assign key officers and with on-going Operation</p>	6.2. Discuss and provide copy of findings and results with the management and require submission of Corrective and Preventive Action (CAPA) plan			<p>(Focal) Focal Plant Operation Standard and Monitoring Section (POSMS) Focal Regional Technical Operation Centers (RTOC) Meat Safety and Quality Assurance Auditor (MSQA)</p>
	6.3. Preparation of the final evaluation/ audit report			<p>Meat Inspector III or Senior Meat Control Officer Accreditation and Registration Division</p>
	6.4. Review and approval of the final evaluation/ audit report			<p>Chief Meat Control Officer Accreditation and Registration Division</p>

	<p>6.5. Endorse approved evaluation/ audit report to client and RTOC</p> <p>Note: Compliant ME's for LTO issuance</p> <p>Non-compliant ME's for on-site/ offsite follow up audit</p> <p>For onsite / offsite follow-up audit, procedures from</p> <p>Step 5 will be repeated until compliant based on the NMIS approved issuances*.</p>			<p><i>Meat Inspector III or Senior Meat Control Officer</i></p> <p>Accreditation and Registration Division</p> <p>Records Officer II Records Unit</p>
	6.6 Prepare LTO for compliant MEs.	None	1 working day	<p><i>Meat Inspector III or Senior Meat Control Officer</i></p> <p>Accreditation and Registration Division</p>
	6.7 Final review of LTO			<p><i>Chief Meat Control Officer</i></p> <p>Accreditation and Registration Division</p>

	6.8 Approval of LTO			Executive Director Office of the Executive Director
	6.9 Release of approved LTO Certificate to client thru mail / pick-up by applicant / RTOC (e.g. recording, scanning, dry sealing) and transmittal			Records Officer II Records Unit
7. Receive LTO certificate and provide feedback satisfaction survey	7.1. Provide the Standardized Client/ Customer Satisfaction Survey Form	None	1 hour	Records Officer II Records Unit
TOTAL		Table A. Fees and Charges for Poultry Dressing Plant, Slaughterhouse, Meat Cutting Plant, Meat Distribution Center Table B. Fees and Charges for Cold Storage Warehouse Table C. Mailing Fee	14 working days	

Table A. Fees and Charges for Poultry Dressing Plant, Slaughterhouse, Meat Cutting Plant, Meat Distribution Center

NMIS Memorandum Circular No. 08-2017-013, IRR on Licensing of Meat Establishment with National and International Distribution

	Class AA		Class AAA		TOTAL	
Initial/New Applicant: valid for 6 months	LTO fee (PHP700.00)	Processing Fee (PHP 500.00)			PHP 1,200.00	
Upgrading/Initial : valid for 6 months			LTO fee (PHP 700.00)	Processing Fee (PHP 500.00)	AA	AAA
						PHP 1,200.00
Renewal: valid for 1 year	LTO fee (PHP 3,500.00)	Processing Fee (PHP 500.00)	LTO fee (PHP 4,167.00)	Processing Fee (PHP 500.00)	PHP 4,000.00	PHP 4,667.00
Renewal: valid for 3 years	LTO fee (PHP 10,500.00)	Processing Fee (PHP 500.00)	LTO fee (PHP 12,500.00)	Processing Fee (PHP 500.00)	PHP 11,000.00	PHP 13,000.00

Table B. Fees and Charges for Cold Storage Warehouse

DA Administrative Circular No.1 series of 2021, Mandatory Accreditation of Cold Storage Warehouses (CSWs) for Agricultural and Fishery Products.

Cold Storage Warehouse	Class AA	Class AAA	TOTAL	
(initial LTO valid for 6 months and renewal valid for two (2) years)	LTO fee Php 4,000.00	LTO fee Php 5,000.00	Class AA	Class AAA
			Php 4,000.00	Php 5,000.00

For Mailing Fee:

Memorandum Order No. CO-01-2024-038 "Current Courier Service Mailing Rate/Fee for Clients Availing the Delivery Services of documents from Central Office to their Requested Address/Location"

Region/Location	Current Mailing Rate/Fee		
	Accreditation Certificate – MIT/LTO initial, etc. (A4 size paper)	Other Documents (Legal size paper)	LTO Certificate (A3 size paper)
NCR	PHP 106.72	PHP 132.90	PHP 230.00
North Luzon	PHP 132.52	PHP 144.80	PHP 245.00
South Luzon	PHP 142.52	PHP 144.80	PHP 245.00
Visayas	PHP 144.42	PHP 156.70	PHP 285.00
Mindanao	PHP144.42	PHP 156.70	PHP 285.00

3. Issuance of the NMIS HACCP Certificate for New and Renewal

In compliance to DA Administrative Order No.21 series of 2004 also known as "Mandatory Application of Good Manufacturing Practices (GMP) in all NMIS accredited "AAA" Meat Establishments", and DA Administrative Order No.9 Series of 2003 also known as "Mandatory Application of Hazard Analysis and Critical Control Point (HACCP) Program in all NMIC accredited "AAA" Meat Establishments".

Office or Division:	Accreditation and Registration Division			
Classification:	Highly Technical			
Type of Transaction:	G2B – Government to Business			
Who may avail:	Meat Establishment Operators or Owners			
Fees to be Paid:	(PHP 5,000.00 x # of site/location/product type/product format and/or process)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Basic Requirements <ul style="list-style-type: none"> Letter of intent for HACCP certification Updated Company HACCP Manual based on Codex 		Client		
2. Official Receipt for payment of HACCP Certification Fee (1 photocopy or scanned copy)		NMIS RTOC Special Collecting Officer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of intent and HACCP manual	1. 1 NMIS Regional Technical Operation Center (RTOC) – MSQA Focal receives letter intent and HACCP manual	None	1 working day	Accreditation and Registration Focal Regional Technical Operation Centers (RTOC)
	1.2 Issue SOA and endorse to SCO for payment	HACCP Fee PHP - 5, 000.00 per site/ location, product type, product format and/or process		Special Collecting Officer (SCO) Regional Technical Operation Centers (RTOC)
	1.3 Issuance of OR	For Mailing Fee Refer to the Table Below		

	1.4. NMIS RTOC to endorse letter of intent, HACCP manual and OR to NMIS CO	None	3 working days	Accreditation and Registration Focal Regional Technical Operation Centers (RTOC)
	1.5 Receive the endorsed letter of intent and HACCP manual thru transmittal and Conduct "desk audit review" of the HACCP Manual.	None	2 working days	Meat Inspector III or Senior Meat Control Officer Accreditation and Registration Division
1. Acknowledges "HACCP Desk Audit Review" Report.	2.1 Preparation of HACCP desk audit review report		1 hour	Meat Inspector III or Senior Meat Control Officer Accreditation and Registration Division
	2.2. Review and recommendation for approval of OED		4 hours	Chief Meat Control Officer Accreditation and Registration Division
	2.3 Approve the HACCP desk review report		4 hours	Executive Director Office of the Executive Director
	2.4 Endorsement of approved HACCP desk review report to client copy furnish RTOC through Record Unit		4 hours	Meat Inspector III or Senior Meat Control Officer Accreditation and Registration Division
	Note:			

	For non-compliant HACCP Manual that requires major revisions, repeat procedure from step 1 until compliant			
	If compliant with the requirements (HACCP Codex-based) proceed to scheduling of HACCP audit			
	2.5 Schedule the on-site/ virtual HACCP audit and prepare Memorandum and Travel orders for Meat Safety & Quality Assurance (MSQA) Auditors	None	2 working days	Senior Meat Control Officer Accreditation and Registration Division
3.Assign key officers of the company and with on-going operations (products/process for HACCP audit)	3.1. On-site/Virtual HACCP audit	None	5 days	MSQA (HACCP) Auditors RTOC/NMIS
	3.2 Discuss the findings and result with the management and require to submit CAPA			

<p>*Acknowledges the result of the HACCP audit findings</p> <p>Note: Submit to NMIS RTOC the Corrective Action and Preventive Action (CAPA) plan Report including all supporting documents (such as but not limited to photos, records/ data) on the identified deviations</p>	<p>3.3 Preparation of audit report for submission to CO-ARD</p> <p>Note: Compliant ME's shall be endorse for HACCP certification</p> <p>Non-compliant ME's will be subject for on-site/ off-site follow up audit</p> <p>For onsite follow-up audit, the procedures from Step 4 will be repeated until compliant</p>			
	3.4.Preparation of HACCP Certificate	None	4 hours	<i>Meat Inspector III or Senior Meat Control Officer</i> Accreditation and Registration Division
	3.5. Final Review of HACCP Certificate	None	1 hour	<i>Chief Meat Control Officer</i> Accreditation and Registration Division
	3.6. Approval of HACCP certificate	None	1 hour	<i>Executive Director</i> Office of the Executive Director
	3.7. Release of approved HACCP Certificate to	None	1 hour	<i>Records Officer II</i> Records Unit

	records unit for walk in client or transmittal to NMIS RTOC			
4. Receive HACCP certificate and provide feedback satisfaction survey	4.1 Provide the Standardized Client/Custom er Satisfaction Survey Form	None	1 hour	Records Officer // Records Unit
	TOTAL	HACCP fee Php 5,000 per product/ process + mailing fee if applicable	15 working days and 5 hours	

For Mailing Fee:

Memorandum Order No. CO-01-2024-038 "Current Courier Service Mailing Rate/Fee for Clients Availing the Delivery Services of documents from Central Office to their Requested Address/Location"

Region/Location	Current Mailing Rate/Fee		
	Accreditation Certificate – MIT/LTO initial, etc. (A4 size paper)	Other Documents (Legal size paper)	LTO Certificate (A3 size paper)
NCR	PHP 106.72	PHP 132.90	PHP 230.00
North Luzon	PHP 132.52	PHP 144.80	PHP 245.00
South Luzon	PHP 142.52	PHP 144.80	PHP 245.00
Visayas	PHP 144.42	PHP 156.70	PHP 285.00
Mindanao	PHP144.42	PHP 156.70	PHP 285.00

Laboratory Division

External Services

1. Provision of Laboratory Testing to Walk-in Clients

The Laboratory Services Division shall be responsible for the conduct of analytical tests to verify quality, safety, and wholesomeness of meat and meat products at all stages of production, distribution and sale. It shall also be responsible for the accurate interpretation of results and analyses of data resulting from conducted analytical tests.

This procedure covers the activities involved in the provision of laboratory testing services starting from the acceptance of samples for testing, up to releasing of laboratory test reports.

Office or Division:	Laboratory Division
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizens G2B – Government to Business G2G – Government to Government
Who may avail:	All
Fees to be Paid:	(Laboratory Test Requested x No. of Samples) + Mailing Fee, if applicable
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly Accomplished Laboratory Request Form (1 original copy)	Receiving Area at NMIS Central Meat Laboratory or downloadable at Central Laboratory Request Form (nmis.gov.ph)
2. Official Receipt of Paid Laboratory Test Fees (1 original copy)	NMIS Cashier Section
3. Samples for Laboratory Test - samples must be hygienically and individually packed, sealed and labeled, and with no unusual odor. Additional Notes: For the Physical Tests , average sample weight must be 250g, minimum. For the Microbiological Tests , average sample weight for meat must be 250g, minimum. And for ceccal content or intact ceccum; average sample weight must be 50g, minimum. Average sample temperature must be 10°C or below	Client

<p>For the Parasitological Test, average sample weight must be 250g, minimum.</p> <p>For the Chemical/Veterinary Drug Residue Test, average sample weight is 250grams excluding fat tissues</p> <p>For the Molecular Biology Test, average sample weight is 5g, minimum</p> <p>For laboratory tests required for the Issuance of Official Meat Inspection Certificate, samples must comply with requirements of importing country</p>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits sample at the Receiving area of Central Meat Laboratory, in person or via courier.	1.1 Check the compliance of samples as stated in the requirements. Use the check boxes at the Laboratory Request Form (LRF).	None	15 minutes	Receiving Officer Laboratory Division
	1.2 Provides LRF to the client in person or via email. This form is also downloadable at Central Laboratory Request Form (nmis.gov.ph)	None	1 hour	Receiving Officer Laboratory Division
2. Fill-up and submit LRF at the Receiving area or via email.	2.1 Verify the accomplished LRF	None	15 minutes	Receiving Officer Laboratory Division
	2.2 Issues a Statement of Account	Laboratory Test Fee:	30 minutes	Receiving Officer Laboratory Division

	<p>(SOA) and Order of Payment (OP). Include mailing fee, if applicable.</p> <p>Note: If client will not pay upon submission, Laboratory Sample Waiver Agreement will be given to the client, in person or via email.</p>	<p>Refer to Table of Laboratory Tests and their corresponding fees.</p> <p>Mailing Fee (optional): <i>Please refer to Table A.</i></p>		
<p>3. Receives SOA & OP from the Receiving Officer, and submits the documents together with the Payment for Laboratory Test Fees to the Cashier in Groundfloor MITDC Building</p> <p><i>*If laboratory fees are to be paid via Landbank Epayment Portal, go to https://www.lbp-eservices.com/egps/portal/Merchants.jsp. Then choose National Meat Inspection Service for Merchant and</i></p>	<p>3.1 Receives the SOA, OP, and Payment for Laboratory Test Fees</p> <p><i>*Receives copy of the transaction and reference number for fees paid via Landbank Epayment Portal. Then verify the transaction.</i></p>	None	10 minutes	Administrative Officer II Cashier Section
	<p>3.2 Issues Official Receipt</p>	None	10 minutes	Administrative Officer II Cashier Section

<p><i>Laboratory fees for transaction Type.</i> <i>And select the Payment option.</i> <i>Submit a copy of the transaction with reference number.</i></p>				
4. Present OR to the Receiving Officer at CML and if desired, secure a photocopy of LRF.	4.1 Photocopy the OR and record the number in LRF	None	10 minutes	Receiving Officer Laboratory Division
	4.2 Assign LD Control Number to the accomplished LRF	None	40 minutes	Receiving Officer Laboratory Division
	4.3 Return original OR to Client and a photocopy of accomplished LRF	None	15 minutes	Receiving Officer Laboratory Division
	4.4 Record in logbook the details of samples received	None	1 hour	Receiving Officer Laboratory Division
	4.5 Prepare a Job Order Form to the responsible section or sections based on the laboratory test requested by the client.	None	30 minutes	Receiving Officer Laboratory Division
	4.6 Forward the sample together with the accomplished	None	15 minutes	Receiving Officer Laboratory Division

	Job Order Form			
	<p>4.7 Testing of samples is conducted in this step by the assigned analyst/analysts.</p> <p><i>If laboratory tests requested concern different sections, it will be forwarded in the order of which contamination is minimized. Generally, it will be forwarded first to Microbiology, then Chemistry and Biotech.</i></p>	None	See Table below for processing time of each laboratory test	Section Analyst Laboratory Division
	4.8 Verify the validity of results on the tests conducted	None	1 Day	Section Analyst Laboratory Division
	4.9 Print out of Laboratory Results	None	20 minutes	Section Analyst Laboratory Division
	4.10 Forward the printed Laboratory Results to signatories	None	20 minutes	Section Analyst Laboratory Division
	4.11 Sign the laboratory Results	None	1 hour	Section Head Laboratory Division Division Head

				Laboratory Division
	4.12 Photocopy duly signed Laboratory Test Report for record keeping and as receiving copy.	None	30 minutes	Receiving Officer Laboratory Division
	4.13 Seal Laboratory Report in brown envelope labeled with respective LD Control No/s, customer's name, address and contact details.	None	10 minutes	Receiving Officer Laboratory Division
	4.14 Indicate customer's preferred method of releasing the laboratory result in the envelope and its address.	None	10 minutes	Receiving Officer Laboratory Division
	4.15 Forward the envelope to the Records Section for releasing.	None	10 minutes	Receiving Officer Laboratory Division
5. Claim the Laboratory Results, sign the receiving copy/form of the result and fill up the Feedback form. Then returns the	5.1 Releases the laboratory results and gives a copy of Customer Satisfaction Feedback Form to the client.	None	10 minutes	Records Officer II Records Unit

<p>feedback form to the Records Officer.</p>	<p><i>For Pick up at Central Office option: Inform Customer that Laboratory Test Report is ready for release.</i></p> <p><i>For Pick up at Regional Office option: Inform customer that Laboratory Test Report is for transmittal to specified region.</i></p> <p><i>For mailing options: Inform Customer that Laboratory Test Report is for transmittal to their address.</i></p> <p><i>For email, send to provided email address together with the Client Satisfaction Survey link, https://www.nmis.gov.ph/contact-us/client-satisfaction-survey</i></p> <p>5.2 Secures a signed receiving copy of Laboratory results and provide the Standardized Client/Customer</p>			
--	---	--	--	--

	Satisfaction Survey Form			
		(Laboratory Test Requested x No. of Samples) + Mailing Fee, if applicable	2 Days + Processing Time of Laboratory Test Requested + Mailing Time, if applicable	

LABORATORY TEST	FEE	PROCESSING TIME
PHYSICAL TEST		
Organoleptic test	PHP 50.00	2 Days
pH	PHP 35.00	2 Days
MICROBIOLOGICAL TEST		
Standard/Aerobic Plate Count	PHP 150.00	7 Days
Coliform Count	PHP 150.00	10 Days
Salmonella sp.	PHP 350.00	10 Days
Staphylococcus aureus	PHP 350.00	7 Days
E.Coli	PHP 350.00	7 Days
E. coli and E.Coli 0157:H7	PHP 700.00	15 Days
Campylobacter	PHP 1,500.00	10 Days
Yeast and Molds	PHP 300.00	7 Days
Culture and Sensitivity Test - Gram Positive Test AST	PHP 1,500.00	16 Days
Culture and Sensitivity Test - Gram Negative Test AST	PHP 1,500.00	16 Days
PARASITOLOGICAL TEST		
Trichinella spp. Identification	PHP 150.00	3 Days

CHEMICAL/VETERINARY DRUG RESIDUE TEST		
Beta-lactams (Microbial Inhibition Test)	PHP 375.00	5 Days
Tetracyclines (Microbial Inhibition Test)	PHP 375.00	5 Days
Sulfonamides (Microbial Inhibition Test)	PHP 375.00	5 Days
Aminoglycosides (Microbial Inhibition Test)	PHP 375.00	5 Days
Quinolones (Microbial Inhibition Test)	PHP 375.00	5 Days
Macrolides (Microbial Inhibition Test)	PHP 375.00	5 Days
Chloramphenicol (ELISA)	PHP 1,500.00	6 Days
Nitrofurans AOZ (ELISA)	PHP 1,500.00	6 Days
Nitrofurans AMOZ (ELISA)	PHP 1,500.00	6 Days
Olaquinox (ELISA)	PHP 1,500.00	6 Days
Beta-Agonists (ELISA)	PHP 1,500.00	6 Days
Stilbenes (ELISA)	PHP 1,500.00	6 Days
Corticosteroids (ELISA)	PHP 1,500.00	6 Days
Ractopamine (ELISA)	PHP 1,500.00	6 Days
MOLECULAR BIOLOGY TEST (<i>Species Identification/DNA Test</i>)		
Goat	PHP 1,500.00	5 Days
Chicken	PHP 1,500.00	5 Days
Cattle	PHP 1,500.00	5 Days
Sheep	PHP 1,500.00	5 Days
Swine	PHP 1,500.00	5 Days
Horse	PHP 1,500.00	5 Days
Buffalo	PHP 1,500.00	5 Days
Dog	PHP 1,500.00	5 Days
Cat	PHP 1,500.00	5 Days

For Mailing Fee:

Memorandum Order No. CO-01-2024-038 "Current Courier Service Mailing Rate/Fee for Clients Availing the Delivery Services of documents from Central Office to their Requested Address/Location"

Region/Location	Current Mailing Rate/Fee		
	Accreditation Certificate – MIT/LTO initial, etc. (A4 size paper)	Other Documents (Legal size paper)	LTO Certificate (A3 size paper)
NCR	PHP 106.72	PHP 132.90	PHP 230.00
North Luzon	PHP 132.52	PHP 144.80	PHP 245.00
South Luzon	PHP 142.52	PHP 144.80	PHP 245.00
Visayas	PHP 144.42	PHP 156.70	PHP 285.00
Mindanao	PHP 144.42	PHP 156.70	PHP 285.00

Meat Import and Export Division

External Services

1. Issuance of Certificate of New License to Import (LTI)

The Meat Inspection Code of the Philippines states that the NMIS through the Meat Import Export Division (MIED) shall be responsible for the evaluation, verification of technical and documentary requirements, and inspection of applicants for issuance of license to import (LTI) as meat importers to ensure compliance to the regulatory requirements.

Office or Division:	Meat Import Export Division (MIED)		
Classification:	Complex		
Type of Transaction:	G2B - Government to Business		
Who may avail:	All Private Business Entities (Single Proprietorships, Partnerships, Cooperatives or Corporations)		
Fees to be Paid:	(Licensing Fee + Processing Fee) + Mailing Fee, if applicable		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
General Requirements			
1. Notarized Accomplished Application Form (w/ 2x2 colored picture) and Notarized Affidavit of Undertaking of conditions for LTI (1 original copy)		NMIS Website (www.nmis.gov.ph)	
2. Mayor's Business Permit for the current year (1 certified true copy)		Office of the City/Municipal Mayor	
3. Certificate of Accreditation as Importer (1 certified true copy)		Bureau of Customs (BOC) – Office of the Commissioner	
4. Tax Identification Number (TIN) Certificate of Registration (COR) (1 certified true copy) <i>*(pursuant to NMIS Memorandum Circular No. 09-2018-019)</i>		Bureau of Internal Revenue (BIR) – Revenue District Office (RDO)	
5. Notarized Lease of Contract or Proof of Ownership of Cold Storage Warehouse and/or Chilling Facility (1 certified true copy)		Cold Storage Warehouse or Chilling Facility of the Client	
6. License to Operate (LTO) Certificate of All Cold Storage Warehouses and/or Chilling Facility (1 certified true copy)		Cold Storage Warehouse or Chilling Facility of the Client	
7. Certificate of Attendance to Meat Importers Orientation on NMIS meat importation procedures and other relevant policies by the owner/manager/broker at the NMIS Office (1 photocopy)		NMIS MIED for the Certificate of Attendance	
Single Proprietorship			

a. Certificate of Registration (1 certified true copy)	Department of Trade and Industry (DTI) – Regional and Provincial Offices – Negosyo Centers
b. Certificate of Capitalization from a reputable Bank with a minimum amount of PHP 5,000,000.00 (1 original copy)	Bank of the Client
c. Special Power of Attorney (SPA) of the Authorized Representative (1 original copy)	Client
d. Two Valid IDs w/ picture and signature of the Authorized Representative (1 photocopy)	Refer to ANNEX A for the List of Acceptable Government-Issued Identification Cards (IDs)/Documents
Corporation/Partnership/Cooperative	
a. Certificate of Good Standing for the current year (1 original copy)	Securities Exchange Commission (SEC) – Corporate Filing and Records Division (CFRD), Company Registration and Monitoring Department (CRMD)
b. Latest General Information Sheet with a minimum amount of Total Paid Up Capital PHP 5,000,000.00 (1 certified true copy)	Securities Exchange Commission (SEC) or Cooperative Development Authority (CDA)
c. Board's Resolution of the Authorized Representative (1 original copy)	Client
d. Two Valid IDs w/ picture and signature of the Authorized Representative (1 photocopy)	Refer to ANNEX A for the List of Acceptable Government-Issued Identification Cards (IDs)/Documents
Partnership or One Person Corporation (OPC)	
a. Certificate of Good Standing for the current year (1 original copy)	Securities Exchange Commission (SEC) – Corporate Filing and Records Division (CFRD), Company Registration and Monitoring Department (CRMD)
a. Certificate of Capitalization from a reputable Bank with a minimum amount of PHP 5,000,000.00 (1 original copy)	Bank of the Client
b. Board's Resolution of the Authorized Representative (1 original copy)	Client
d. Two Valid IDs w/ picture and signature of the Authorized Representative (1 photocopy)	Refer to ANNEX A for the List of Acceptable Government-Issued Identification Cards (IDs)/Documents
Cooperative	
a. Certificate of Compliance issued by	Cooperative Development Authority (CDA)

CDA (1 original copy)	
b. Paid-Up Share Capital of at least Five Million Pesos (PHP 5,000,000.00) Philippine currency from CDA (1 certified true copy)	Cooperative Development Authority (CDA)
c. Board's Resolution of the Authorized Representative (1 original copy)	Client
d. Two Valid IDs w/ picture and signature of the Authorized Representative (1 photocopy)	Refer to ANNEX A for the List of Acceptable Government-Issued Identification Cards (IDs)/Documents
ADDITIONAL REQUIREMENTS FOR EACH APPLICATION PER CLASSIFICATION (one (1) classification only for each application)	
Meat Importer Processor (MIP)	
License to Operate as Food Manufacturer (1 original copy)	Food and Drug Administration (FDA) – Center for Food Regulation and Research (CFRR)
Meat Importer Trader (MIT)	
List and/or Target Clients and Address for the past and/or current year (1 original copy)	Client
Meat Importer Institutional User (MIU)	
Certificate of Accreditation or Classification (1 certified true copy)	Department of Tourism (DOT) – Tourism Regulation Division (TRD)
Customs Bonded Warehouse Meat Importer – Institutional User (CBWMI-IU)	
List of Target Foreign Markets or End-Users (1 original copy)	Client
Certificate of Authority to Operate a CBW from BOC (1 certified true copy)	Bureau of Customs (BOC) – Office of the Commissioner
Customs Bonded Warehouse Meat Importer – Meat Processing Plant (CBWMI-MPP)	
List of Target Foreign Markets or End-Users (1 original copy)	Client
Certificate of Authority to Operate a CBW from BOC (1 certified true copy)	Bureau of Customs (BOC) – Office of the Commissioner
License to Operate (LTO) as Food Manufacturer (MPP) from DOH-FDA (1 original copy)	Food and Drug Administration (FDA) – Center for Food Regulation and Research (CFRR)
Customs Bonded Warehouse Meat Importer – Meat Cutting Plant (CBWMI-MCP)	
List of Target Foreign Markets or End-Users (1 original copy)	Client
Certificate of Authority to Operate a CBW from BOC (1 certified true copy)	Bureau of Customs (BOC) – Office of the Commissioner
License to Operate (LTO) as Meat Cutting Plant from DA-NMIS (1 certified true copy)	National Meat Inspection Service (NMIS)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits via online duly accomplished notarized application form, affidavit of undertaking and complete documentary requirements to the Central Office – Meat Import Export Division (CO-MIED) – NMIS License to Import Document Entry Form	1.1 Receives the required documents, assesses the completeness, and sends the Client an email with the attached filled-out checklist to inform them of their complete submission of required documents.	None	4 hours	<i>Designated Reviewer</i> Meat Import and Export Division (MIED)
2. Submits the complete set of hardcopy documentary requirements to the NMIS Regional Technical Operations Center (RTOC) for the final assessment and acknowledges the schedule of onsite verification	2.1 Issues acknowledgment receipt of the complete required documents and set the schedule of onsite verification	None	1 hour	<i>Meat Import and Export Section (MIES) Focal</i> Regional Technical Operations Center (RTOC)
3. Be present at the declared office address on the date of onsite verification and prepare the original copies of	3.1 Conducts the onsite verification on the acknowledged schedule and verifies the original copies and submitted copies	None	2 working days	<i>Meat Import and Export Section (MIES) Focal</i> Regional Technical Operations Center (RTOC)

the required documents	of the required documents			
	3.2 Issues Statement of Account (SOA) if in the onsite verification found the Client compliant	None	1 hour	<i>Meat Import and Export Section (MIES) Focal Regional Technical Operations Center (RTOC)</i>
4. Pay the required fees through online banking or at the Cashier's Office in NMIS Regional Technical Operations Center (RTOC) or NMIS Central Office (CO)	4.1 Accepts the payment based on the Statement of Account (SOA) and issues Official Receipt (OR)	Licensing Fee: Php 12,000.00 Processing Fee: Php 3,000.00 Mailing Fee: <i>Please refer to the table below for the mailing fee.</i>	1 hour	<i>Designated Special Collecting Officer (SCO) Regional Technical Operations Center (RTOC)</i>
	4.2 Endorse the inspected application to the CO-MIED through the Office of the Executive Director (OED)	None	2 working days	<i>Meat Import and Export Section (MIES) Focal Regional Technical Operations Center (RTOC)</i>
	4.3 CO-MIED receives the inspected application, prepares and endorses the Certificate of New License to Import (LTI) to the OED for approval	None	1 working day	<i>Designated Reviewer Meat Import and Export Division (MIED)</i>

	4.4 OED endorses the approved Certificate to MIED for their endorsement to the DA Trade System and forwards it to the Records Section for Releasing	None	1 working day	Executive Director Office of the Executive Director
5. Picks-up the Certificate at the Records Section or wait for the courier service to deliver the Certificate in their declared office address	5.1 Releases the Certificate to the authorized representative or sends the Certificate to the declared office address of the Client through a courier service and provides the Standardized Client/Customer Satisfaction Survey Form	None	1 hour	Records Officer II Records Unit
TOTAL		PHP 15,000.00 + Mailing Fee	7 workings days	

Note: payment of processing fee / application fee does not guarantee approval of application

For Mailing Fee:

Memorandum Order No. CO-01-2024-038 "Current Courier Service Mailing Rate/Fee for Clients Availing the Delivery Services of documents from Central Office to their Requested Address/Location"

Region/Location	Current Mailing Rate/Fee		
	Accreditation Certificate – MIT/LTO initial, etc. (A4 size paper)	Other Documents (Legal size paper)	LTO Certificate (A3 size paper)
NCR	PHP 106.72	PHP 132.90	PHP 230.00
North Luzon	PHP 132.52	PHP 144.80	PHP 245.00
South Luzon	PHP 142.52	PHP 144.80	PHP 245.00
Visayas	PHP 144.42	PHP 156.70	PHP 285.00
Mindanao	PHP 144.42	PHP 156.70	PHP 285.00

2. Issuance of Certificate of Renewal of License to Import (LTI) as Meat Importer with Onsite Verification

The Meat Inspection Code of the Philippines states that the NMIS through the Meat Import Export Division (MIED) shall be responsible for the evaluation, verification of technical and documentary requirements, and inspection of Clients for issuance of license as meat importers to ensure compliance to the regulatory requirements.

Office or Division:	Meat Import Export Division (MIED)		
Classification:	Complex		
Type of Transaction:	G2B - Government to Business		
Who may avail:	All Private Business Entities (Single Proprietorships, Partnerships, Cooperatives or Corporations)		
Fees to be Paid:	(Licensing Fee + Processing Fee) + Mailing Fee, if applicable		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
General Requirements			
1. Notarized Accomplished Application Form (w/ 2x2 colored picture) and Notarized Affidavit of Undertaking of conditions for LTI (1 original copy)		NMIS Website (www.nmis.gov.ph)	
2. Mayor's Business Permit for the current year (1 certified true copy)		Office of the City/Municipal Mayor	
3. Certificate of Accreditation as Importer (1 certified true copy)		Bureau of Customs (BOC) – Office of the Commissioner	
4. Tax Identification Number (TIN) Certificate of Registration (COR) (1 certified true copy) <i>*(pursuant to NMIS Memorandum Circular No. 09-2018-019)</i>		Bureau of Internal Revenue (BIR) – Revenue District Office (RDO)	
5. Notarized Lease of Contract or Proof of Ownership of Cold Storage Warehouse and/or Chilling Facility (1 certified true copy)		Cold Storage Warehouse or Chilling Facility of the Client	
6. License to Operate (LTO) Certificate of All Cold Storage Warehouses and/or Chilling Facility (1 certified true copy)		Cold Storage Warehouse or Chilling Facility of the Client	
7. Certificate of Attendance to Meat Importers Orientation on NMIS meat importation procedures and other relevant policies by the owner/manager/broker at the NMIS Office (1 photocopy)		NMIS MIED for the Certificate of Attendance	

6. Annual Monitoring Report (2nd and 3rd Year of Validity of LTI) by the RTOC MIES Focal (1 photocopy)	NMIS Regional Technical Operations Center- Meat Import Export Section
Single Proprietorship	
a. Certificate of Registration (1 certified true copy)	Department of Trade and Industry (DTI) – Regional and Provincial Offices – Negosyo Centers
b. Certificate of Capitalization from a reputable Bank with a minimum amount of PHP 5,000,000.00 (1 original copy)	Bank of the Client
c. Special Power of Attorney (SPA) of the Authorized Representative (1 original copy)	Client
d. Two Valid IDs w/ picture and signature of the Authorized Representative (1 photocopy)	Refer to ANNEX A for the List of Acceptable Government-Issued Identification Cards (IDs)/Documents
Corporation/Partnership/Cooperative	
a. Certificate of Good Standing for the current year (1 original copy)	Securities Exchange Commission (SEC) – Corporate Filing and Records Division (CFRD), Company Registration and Monitoring Department (CRMD)
b. Latest General Information Sheet with a minimum amount of Total Paid Up Capital PHP 5,000,000.00 (1 certified true copy)	Securities Exchange Commission (SEC) or Cooperative Development Authority (CDA)
c. Board's Resolution of the Authorized Representative (1 original copy)	Client
d. Two Valid IDs w/ picture and signature of the Authorized Representative (1 photocopy)	Refer to ANNEX A for the List of Acceptable Government-Issued Identification Cards (IDs)/Documents
Partnership or One Person Corporation (OPC)	
a. Certificate of Good Standing for the current year (1 original copy)	Securities Exchange Commission (SEC) – Corporate Filing and Records Division (CFRD), Company Registration and Monitoring Department (CRMD)
c. Certificate of Capitalization from a reputable Bank with a minimum amount of PHP 5,000,000.00 (1 original copy)	Bank of the Client
d. Board's Resolution of the Authorized Representative (1 original copy)	Client
d. Two Valid IDs w/ picture and signature	Refer to ANNEX A for the List of Acceptable

of the Authorized Representative (1 photocopy)	Government-Issued Identification Cards (IDs)/Documents
Cooperative	
a. Certificate of Compliance issued by CDA (1 original copy)	Cooperative Development Authority (CDA)
b. Paid-Up Share Capital of at least Five Million Pesos (PHP 5,000,000.00) Philippine currency from CDA (1 certified true copy)	Cooperative Development Authority (CDA)
c. Board's Resolution of the Authorized Representative (1 original copy)	Client
d. Two Valid IDs w/ picture and signature of the Authorized Representative (1 photocopy)	Refer to ANNEX A for the List of Acceptable Government-Issued Identification Cards (IDs)/Documents
ADDITIONAL REQUIREMENTS FOR EACH APPLICATION PER CLASSIFICATION (one (1) classification only for each application)	
Meat Importer Processor (MIP)	
License to Operate as Food Manufacturer (1 original copy)	Food and Drug Administration (FDA) – Center for Food Regulation and Research (CFRR)
Previously Issued Certificate of Eligibility to Import IBM issued by DA OSEC (if applicable) (1 photocopy)	Client
Meat Importer Trader (MIT)	
List and/or Target Clients and Address for the past and/or current year (1 original copy)	Client
Meat Importer Institutional User (MIU)	
Certificate of Accreditation or Classification (1 certified true copy)	Department of Tourism (DOT) – Tourism Regulation Division (TRD)
Customs Bonded Warehouse Meat Importer – Institutional User (CBWMI-IU)	
List of Target Foreign Markets or End-Users (1 original copy)	Client
Certificate of Authority to Operate a CBW from BOC (1 certified true copy)	Bureau of Customs (BOC) – Office of the Commissioner
Annual Utilization Reports for the Past Three (3) Consecutive Years (1 original copy)	Client
Certification of the Formula of Conversion from DOST-ITDI (1 certified true copy)	Department of Science and Technology - Industrial Technology Development Institute
Customs Bonded Warehouse Meat Importer – Meat Processing Plant (CBWMI-MPP)	
List of Target Foreign Markets or End-Users (1 original copy)	Client

Certificate of Authority to Operate a CBW from BOC (1 certified true copy)		Bureau of Customs (BOC) – Office of the Commissioner		
Annual Utilization Reports for the Past Three (3) Consecutive Years (1 original copy)		Client		
Certification of the Formula of Conversion from DOST-ITDI (1 certified true copy)		Department of Science and Technology - Industrial Technology Development Institute		
License to Operate (LTO) as Food Manufacturer (MPP) from DOH-FDA (1 original copy)		Food and Drug Administration (FDA) – Center for Food Regulation and Research (CFRR)		
Customs Bonded Warehouse Meat Importer – Meat Cutting Plant (CBWMI-MCP)				
Updated List of Target Foreign Markets or End-Users (1 original copy)		Client		
Certificate of Authority to Operate a CBW from BOC (1 certified true copy)		Bureau of Customs (BOC) – Office of the Commissioner		
Annual Utilization Reports for the Past Three (3) Consecutive Years (1 original copy)		Client		
Certification of the Formula of Conversion from DOST-ITDI (1 certified true copy)		Department of Science and Technology - Industrial Technology Development Institute		
License to Operate (LTO) as Meat Cutting Plant from DA-NMIS (1 certified true copy)		National Meat Inspection Service (NMIS)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits via online duly accomplished notarized application form, affidavit of undertaking and complete documentary requirements to the Central Office – Meat Import Export Division (CO-MIED) – NMIS License to	1.1 Receives the required documents, assesses the completeness, and sends the Client an email with the attached filled-out checklist to inform them of their complete submission of required documents.	None	4 hours	<i>Designated Reviewer</i> Meat Import and Export Division (MIED)

Import Document Entry Form				
2. Submits the complete set of hardcopy documentary requirements to the NMIS Regional Technical Operations Center (RTOC) for the final assessment and acknowledges the schedule of onsite verification	2.1 Issues acknowledgment receipt of the complete required documents and set the schedule of onsite verification	None	1 hour	<i>Meat Import Export Section (MIES) Focal Regional Technical Operations Center (RTOC)</i>
3. Be present at the declared office address on the date of onsite verification and prepare the original copies of the required documents	3.1 Conducts the onsite verification on the acknowledged schedule and verifies the original copies and submitted copies of the required documents	None	2 working days	<i>Meat Import and Export Section (MIES) Focal Regional Technical Operations Center (RTOC)</i>
	3.2 Issues Statement of Account (SOA) if in the onsite verification found the Client compliant	None	1 hour	<i>Meat Import and Export Section (MIES) Focal Regional Technical Operations Center (RTOC)</i>

4. Pay the required fees through online banking or at the Cashier's Office in NMIS Regional Technical Operations Center (RTOC) or NMIS Central Office (CO)	4.1 Accept the payment based on the Statement of Account (SOA) and issues Official Receipt (OR)	Licensing Fee: Php 12,000.00 Processing Fee: Php 3,000.00 Mailing Fee: <i>Please refer to the table below for the mailing fee.</i>	1 hour	<i>Designated Special Collecting Officer (SCO) Regional Technical Operations Center (RTOC)</i>
	4.2 Endorses the application to the CO-MIED through the Office of the Executive Director (OED)	None	2 working days	<i>Meat Import and Export Section (MIES) Focal Regional Technical Operations Center (RTOC)</i>
	4.3 CO-MIED receives the application, prepares and endorses the Certificate of Renewal of License to Import (LTI) to the OED for approval	None	1 working day	<i>Designated Reviewer Meat Import and Export Division (MIED)</i>
	4.4 OED endorses the approved Certificate to MIED for their endorsement to the DA Trade System and forwards it to the Records Section	None	1 hour	<i>Executive Director NMIS Office of the Executive (OED)</i>
5. Picks-up the Certificate at the Records Section or wait for the courier service to	5.1 Releases the Certificate to the authorized representative or sends the Certificate to the	None	1 hour	<i>Records Officer II Records Unit</i>

deliver the Certificate in their declared office address	declared office address of the client through a courier service and provide the Standardized Client/ Customer Satisfaction Survey Form			
TOTAL		PHP 15,000.00 + Mailing Fee	7 workings days	

Note: payment of processing fee / application fee does not guarantee approval of application

For Mailing Fee:

Memorandum Order No. CO-01-2024-038 "Current Courier Service Mailing Rate/Fee for Clients Availing the Delivery Services of documents from Central Office to their Requested Address/Location"

Region/Location	Current Mailing Rate/Fee		
	Accreditation Certificate – MIT/LTO initial, etc. (A4 size paper)	Other Documents (Legal size paper)	LTO Certificate (A3 size paper)
NCR	PHP 106.72	PHP 132.90	PHP 230.00
North Luzon	PHP 132.52	PHP 144.80	PHP 245.00
South Luzon	PHP 142.52	PHP 144.80	PHP 245.00
Visayas	PHP 144.42	PHP 156.70	PHP 285.00
Mindanao	PHP 144.42	PHP 156.70	PHP 285.00

3. Issuance of Certificate of Renewal of License to Import (LTI) as Meat Importer without Onsite Verification

The Meat Inspection Code of the Philippines states that the NMIS through the Meat Import Export Division (MIED) shall be responsible for the evaluation, verification of technical and documentary requirements, and inspection of Clients for issuance of license as meat importers to ensure compliance to the regulatory requirements.

Office or Division:	Meat Import Export Division (MIED)		
Classification:	Complex		
Type of Transaction:	G2B - Government to Business		
Who may avail:	All Private Business Entities (Single Proprietorships, Partnerships, Cooperatives or Corporations)		
Fees to be Paid:	(Licensing Fee + Processing Fee) + Mailing Fee, if applicable		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
General Requirements			
1. Notarized Accomplished Application Form (w/ 2x2 colored picture) and Notarized Affidavit of Undertaking of conditions for LTI (1 original copy)		NMIS Website (www.nmis.gov.ph)	
2. Mayor's Business Permit for the current year (1 certified true copy)		Office of the City/Municipal Mayor	
3. Certificate of Accreditation as Importer (1 certified true copy)		Bureau of Customs (BOC) – Office of the Commissioner	
4. Tax Identification Number (TIN) Certificate of Registration (COR) (1 certified true copy) <i>*(pursuant to NMIS Memorandum Circular No. 09-2018-019)</i>		Bureau of Internal Revenue (BIR) – Revenue District Office (RDO)	
5. Notarized Lease of Contract or Proof of Ownership of Cold Storage Warehouse and/or Chilling Facility (1 certified true copy)		Cold Storage Warehouse or Chilling Facility of the Client	
6. License to Operate (LTO) Certificate of All Cold Storage Warehouses and/or Chilling Facility (1 certified true copy)		Cold Storage Warehouse or Chilling Facility of the Client	
7. Certificate of Attendance to Meat Importers Orientation on NMIS meat importation procedures and other relevant policies by the owner/manager/broker at the NMIS Office (1 photocopy)		NMIS MIED for the Certificate of Attendance	

8. Annual Monitoring Report (2nd and 3rd Year of Validity of LTI) by the RTOC MIES Focal (1 photocopy)	NMIS Regional Technical Operations Center-Meat Import Export Section
Single Proprietorship	
a. Certificate of Registration (1 certified true copy)	Department of Trade and Industry (DTI) – Regional and Provincial Offices – Negosyo Centers
b. Certificate of Capitalization from a reputable Bank with a minimum amount of PHP 5,000,000.00 (1 original copy)	Bank of the Client
c. Special Power of Attorney (SPA) of the Authorized Representative (1 original copy)	Client
d. Two Valid IDs w/ picture and signature of the Authorized Representative (1 photocopy)	Refer to ANNEX A for the List of Acceptable Government-Issued Identification Cards (IDs)/Documents
Corporation/Partnership/Cooperative	
a. Certificate of Good Standing for the current year (1 original copy)	Securities Exchange Commission (SEC) – Corporate Filing and Records Division (CFRD), Company Registration and Monitoring Department (CRMD)
b. Latest General Information Sheet with a minimum amount of Total Paid Up Capital PHP 5,000,000.00 (1 certified true copy)	Securities Exchange Commission (SEC) or Cooperative Development Authority (CDA)
c. Board's Resolution of the Authorized Representative (1 original copy)	Client
d. Two Valid IDs w/ picture and signature of the Authorized Representative (1 photocopy)	Refer to ANNEX A for the List of Acceptable Government-Issued Identification Cards (IDs)/Documents
Partnership or One Person Corporation (OPC)	
a. Certificate of Good Standing for the current year (1 original copy)	Securities Exchange Commission (SEC) – Corporate Filing and Records Division (CFRD), Company Registration and Monitoring Department (CRMD)
b. Certificate of Capitalization from a reputable Bank with a minimum amount of PHP 5,000,000.00 (1 original copy)	Bank of the Client
c. Board's Resolution of the Authorized Representative (1 original copy)	Client

d. Two Valid IDs w/ picture and signature of the Authorized Representative (1 photocopy)	Refer to ANNEX A for the List of Acceptable Government-Issued Identification Cards (IDs)/Documents
Cooperative	
a. Certificate of Compliance issued by CDA (1 original copy)	Cooperative Development Authority (CDA)
b. Paid-Up Share Capital of at least Five Million Pesos (PHP 5,000,000.00) Philippine currency from CDA (1 certified true copy)	Cooperative Development Authority (CDA)
c. Board's Resolution of the Authorized Representative (1 original copy)	Client
d. Two Valid IDs w/ picture and signature of the Authorized Representative (1 photocopy)	Refer to ANNEX A for the List of Acceptable Government-Issued Identification Cards (IDs)/Documents
ADDITIONAL REQUIREMENTS FOR EACH APPLICATION PER CLASSIFICATION (one (1) classification only for each application)	
Meat Importer Processor (MIP)	
License to Operate as Food Manufacturer (1 original copy)	Food and Drug Administration (FDA) – Center for Food Regulation and Research (CFRR)
Previously Issued Certificate of Eligibility to Import IBM issued by DA OSEC (if applicable) (1 photocopy)	Client
Meat Importer Trader (MIT)	
List and/or Target Clients and Address for the past and/or current year (1 original copy)	Client
Meat Importer Institutional User (MIU)	
Certificate of Accreditation or Classification (1 certified true copy)	Department of Tourism (DOT) – Tourism Regulation Division (TRD)
Customs Bonded Warehouse Meat Importer – Institutional User (CBWMI-IU)	
List of Target Foreign Markets or End-Users (1 original copy)	Client
Certificate of Authority to Operate a CBW from BOC (1 certified true copy)	Bureau of Customs (BOC) – Office of the Commissioner
Annual Utilization Reports for the Past Three (3) Consecutive Years (1 original copy)	Client
Certification of the Formula of Conversion from DOST-ITDI (1 certified true copy)	Department of Science and Technology - Industrial Technology Development Institute
Customs Bonded Warehouse Meat Importer – Meat Processing Plant (CBWMI-MPP)	
List of Target Foreign Markets or End-	Client

Users (1 original copy)				
Certificate of Authority to Operate a CBW from BOC (1 certified true copy)		Bureau of Customs (BOC) – Office of the Commissioner		
Annual Utilization Reports for the Past Three (3) Consecutive Years (1 original copy)		Client		
Certification of the Formula of Conversion from DOST-ITDI (1 certified true copy)		Department of Science and Technology - Industrial Technology Development Institute		
License to Operate (LTO) as Food Manufacturer (MPP) from DOH-FDA (1 original copy)		Food and Drug Administration (FDA) – Center for Food Regulation and Research (CFRR)		
Customs Bonded Warehouse Meat Importer – Meat Cutting Plant (CBWMI-MCP)				
Updated List of Target Foreign Markets or End-Users (1 original copy)		Client		
Certificate of Authority to Operate a CBW from BOC (1 certified true copy)		Bureau of Customs (BOC) – Office of the Commissioner		
Annual Utilization Reports for the Past Three (3) Consecutive Years (1 original copy)		Client		
Certification of the Formula of Conversion from DOST-ITDI (1 certified true copy)		Department of Science and Technology - Industrial Technology Development Institute		
License to Operate (LTO) as Meat Cutting Plant from DA-NMIS (1 certified true copy)		National Meat Inspection Service (NMIS)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits via online duly accomplished notarized application form, affidavit of undertaking and complete documentary requirements to the Central Office – Meat Import Export Division (CO-MIED) – NMIS	1.1 Receives the required documents, assesses the completeness, and sends the Client an email with the attached filled-out checklist to inform them of their complete submission of	None	4 hours	Designated Reviewer Meat Import and Export Division (MIED)

License to Import Document Entry Form	required documents.			
2. Submits the complete set of hardcopy documentary requirements to the NMIS Regional Technical Operations Center (RTOC) for the final assessment	2.1 Issues acknowledgment receipt of the complete required documents	None	1 hour	<i>Meat Import Export Section (MIES) Focal Regional Technical Operations Center (RTOC)</i>
	2.2 Issues Statement of Account (SOA) if the RTOC verification of documents found the Client compliant	None	1 hour	<i>Meat Import Export Section (MIES) Focal Regional Technical Operations Center (RTOC)</i>
3. Pay the required fees through online banking or at the Cashier's Office in NMIS Regional Technical Operations Center (RTOC) or NMIS Central Office (CO)	3.1 Accept the payment based on the Statement of Account (SOA) and issues Official Receipt (OR)	Licensing Fee: Php 12,000.00 Processing Fee: Php 3,000.00 Mailing Fee: <i>Please refer to the table below for the mailing fee.</i>	1 hour	<i>Designated Special Collecting Officer (SCO) Regional Technical Operations Center (RTOC)</i>
	3.2 Endorse the application to the CO-MIED through the Office of the Executive Director (OED)	None	2 working days	<i>Meat Import Export Section (MIES) Focal Regional Technical Operations Center (RTOC)</i>
	3.3 CO-MIED receives the application,	None	1 working day	<i>Designated Reviewer</i>

	prepares and endorses the Certificate of Renewal of License to Import (LTI) to the OED for approval			Meat Import and Export Division (MIED)
	3.4 OED endorses the approved Certificate to MIED for endorsement to the DA Trade System and forwards it to the Records Section for Releasing	None	1 hour	<i>Executive Director</i> Office of the Executive Director (OED)
4. Picks-up the Certificate at the Records Section or wait for the courier service to deliver the Certificate in their declared office address	4.1 Releases the Certificate to the authorized representative or sends the Certificate to the declared office address of the client through a courier service and provide the Standardized Client/ Customer Satisfaction Survey Form	None	1 hour	<i>Records Officer II</i> Records Unit
TOTAL		PHP 15,000.00 + Mailing Fee	4 workings days and 4 hours	

Note: payment of processing fee / application fee does not guarantee approval of application

For Mailing Fee:

Memorandum Order No. CO-01-2024-038 "Current Courier Service Mailing Rate/Fee for Clients Availing the Delivery Services of documents from Central Office to their Requested Address/Location"

Region/Location	Current Mailing Rate/Fee		
	Accreditation Certificate – MIT/LTO initial, etc. (A4 size paper)	Other Documents (Legal size paper)	LTO Certificate (A3 size paper)
NCR	PHP 106.72	PHP 132.90	PHP 230.00
North Luzon	PHP 132.52	PHP 144.80	PHP 245.00
South Luzon	PHP 142.52	PHP 144.80	PHP 245.00
Visayas	PHP 144.42	PHP 156.70	PHP 285.00
Mindanao	PHP 144.42	PHP 156.70	PHP 285.00

4. Issuance of Certificate of Attendance to Meat Importers' Orientation Relative to Application for License to Import (LTI)

The Meat Inspection Code of the Philippines states that the NMIS through the Meat Import Export Division (MIED) shall be responsible for the evaluation, verification of technical and documentary requirements, and inspection of Clients for issuance of license as meat importers to ensure compliance to the regulatory requirements.

Office or Division:	Meat Import Export Division (MIED)			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business			
Who may avail:	All Private Business Entities (Single Proprietorships, Partnerships, Cooperatives or Corporations)			
Fees to be Paid:	None			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Passing Grade of 14/20 or 70% for the Online Examination after the Self Orientation on the Meat Import Rules and Regulations Video Orientation Presentation (1 Result of Online Examination)		NMIS Website (www.nmis.gov.ph) - Portal for License to Import NMIS YouTube Channel Part1: https://www.youtube.com/watch?v=V6xYdWa8npc Part2: https://www.youtube.com/watch?v=Bcv0BKMhJKQ Part3: https://www.youtube.com/watch?v=-nmFhsoGcYU Part4: https://www.youtube.com/watch?v=EHPF04HsU5Q		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Conducts self-orientation by watching the four (4) Video Parts Explanation of the Meat Import Rules and Regulations uploaded in NMIS Website or NMIS YouTube Channel and shall take the	1.1 Checks the result of the online examination and sends an email alert.	None	1 hour	Senior Meat Control Officer Meat Inspector III Meat Import and Export Division (MIED)
	1.2 Prepares the Certificate of Attendance to be signed by the Chief of MIED	None	1 hour	Senior Meat Control Officer/Meat Inspector III Meat Import and Export Division (MIED)
	1.3 Sends an email to inform the	None	1 hour	Senior Meat Control

Online Examination	Client that they passed the examination with the signed Certificate of Attendance attached, and provides the Standardized Client/Customer Satisfaction Survey Form			Officer/Meat Inspector III Meat Import and Export Division (MIED)
TOTAL		None	3 hours	

5. Inspection of Imported Meat upon Arrival at the DA-NMIS Licensed Cold Storage Warehouse (CSW) including Customs Bonded Warehouse (CBW) and Issuance of Veterinary Quarantine Meat Inspection and Laboratory Certificate (VQMILC)

The Meat Inspection Code of the Philippines states that the NMIS through the Meat Import Export Division (MIED) shall conduct examination of imported meat after the commodity are approved for release by the Bureau of Animal Industry - National Veterinary Quarantine Service (BAI-NVQS) at the ports of entry and certifies the imported meat fit for human consumption.

Office or Division:	Meat Import Export Division (MIED)			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business			
Who may avail:	All NMIS Licensed Meat Importers			
Fees to be Paid:	None PHP 300 per container van, if services rendered beyond office hours			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
2. Electronic Request for Inspection (eRFI) (1 printed copy)		NMIS Licensed Meat Importer		
3. Sanitary Phytosanitary Import Clearance (SPSIC) (1 printed copy)		NMIS Licensed Meat Importer		
4. Commercial Invoice (1 photocopy)		NMIS Licensed Meat Importer		
5. Bill of Lading (1 photocopy)		NMIS Licensed Meat Importer		
6. International Veterinary Health Certificate (1 photocopy)		NMIS Licensed Meat Importer		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the complete copies of importation documents to the NMIS MIO upon arrival of imported meat shipment	1.1 Verifies if the information indicated on the complete importation documents is the same with the actual shipment and breaks the BAI Seal (DA Seal) to proceed	None	1 hour	<i>Meat Inspection Officer (MIO)</i> Regional Technical Operations Center (RTOC)

	on the unloading of imported meat			
	1.2 Conducts the 100% organoleptic inspection, prepares inspection report using the "Meat Arrival Inspection Report (MAIR)" Form, logs in the DA Trade System to tag the shipment as inspected, prints the Electronic VQMILC (eVQMILC), gives a copy to the Licensed Meat Importer, and provide the Standardized Client/ Customer Satisfaction Survey Form	None <i>Payment for Services Rendered beyond Office Hours pursuant to DA Administrative Order No. 03 Series of 2024</i> "Internal Rules and Procedures on Rendition and Renumeration of Overtime Services of Employees of the Department of Agriculture"	1 working day and 6 hours	<i>Meat Inspection Officer (MIO)</i> Regional Technical Operations Center (RTOC)
TOTAL			1 working day and 7 hours	

7. Approval of Request for Transfer of Imported Meat to Another DA-NMIS Licensed Cold Storage Warehouse (CSW)

The Meat Inspection Code of the Philippines states that the NMIS through the Meat Import Export Division (MIED) shall conduct examination of imported meat after the commodity are approved for release by the Bureau of Animal Industry - National Veterinary Quarantine Service (BAI-NVQS) at the ports of entry and approved for transfer to another DA-NMIS licensed CSW to certify the imported meat fit for human consumption.

Office or Division:	Meat Import Export Division (MIED)			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business			
Who may avail:	All NMIS Licensed Meat Importers			
Fees to be Paid:	None			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request for Transfer of Imported Meat to another DA-NMIS Licensed CSW Form (1 original copy)		NMIS Regional Technical Operations Center (RTOC) – Meat Import Export Section (MIES)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits request/s for transfer of imported meat to another DA-NMIS licensed CSW to the concerned NMIS RTOC Office	1.1 Receives and reviews the request/s for transfer and approves	None	30 minutes	Senior Meat Control Officer/ Meat Inspector III Regional Technical Operations Center (RTOC)
	1.2 The NMIS RTOC shall inform the NMIS Meat Inspection Officer (MIO) assigned at the original DA-NMIS licensed CSW and Central Office - Meat Import and Export Division – (CO-MIED) of the approved request for transfer	None	5 hours	Senior Meat Control Officer/ Meat Inspector III Regional Technical Operations Center (RTOC)

	1.3 The CO-MIED shall modify thru the DA Trade System the approved final CSW destination of the transfer, shall inform the Meat Import Export Section (MIES) Focal through email, and shall provide the NMIS Client Satisfaction Survey Form	None	30 minutes	Senior Meat Control Officer, Meat Inspector III, or MIED Staff Meat Import and Export Division (MIED)
TOTAL		None	6 hours	

8. Issuance of Certificate of Meat Inspection (COMI)

The Meat Inspection Code of the Philippines states that the NMIS through the Meat Import Export Division (MIED) shall conduct examination and inspection of all meat prepared for commerce and certifies the meat as fit for human consumption.

Office or Division:	Meat Import Export Division (MIED)			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business G2C – Government to Citizens			
Who may avail:	All NMIS Licensed Meat Importers or their Clients			
Fees to be Paid:	None			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Electronic Veterinary Quarantine Meat Inspection and Laboratory Certificate (eVQMILC) (1 printed copy)		NMIS Meat Inspection Officer (MIO) or Licensed Meat Importer		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits request/s for issuance of COMI during withdrawal of imported meat stored in DA CSW and provides assistance on the conduct of re-inspection of imported meat for withdrawal to the NMIS MIO.	1.1 Receives and reviews the request/s for issuance of COMI	None	30 minutes	<i>Meat Inspection Officer (MIO)</i> Regional Technical Operations Center (RTOC)
	1.2 Conducts re-inspection of the imported meat during withdrawal		1 working day and 4 hours	<i>Meat Inspection Officer (MIO)</i> Regional Technical Operations Center (RTOC)
	1.3 NMIS MIO issues COMI and provides the Standardized Client/Customer Satisfaction Survey Form		30 minutes	<i>Meat Inspection Officer (MIO)</i> Regional Technical Operations Center (RTOC)
TOTAL		None	1 working day and 6 hours	

8. Issuance of Certificate of Registration of Meat Exporters with Onsite Validation

The Meat Inspection Code of the Philippines states that the NMIS through the Meat Import Export Division (MIED) shall be responsible for the evaluation, verification of technical and documentary requirements, and inspection of meat establishment and meat exporter client for registration to ensure compliance to the regulatory requirements.

Office or Division:	Meat Import Export Division (MIED)		
Classification:	Simple		
Type of Transaction:	G2B - Government to Business		
Who may avail:	All Private Business Entities (Single Proprietorships, Partnerships, Cooperatives or Corporations)		
Fees to be Paid:	None		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Meat Establishment Exporter (MEE)			
1. Notarized Accomplished Application Form with attached Passport Size Colored Photo with Affidavit of Undertaking (1 original copy)		NMIS Website (www.nmis.gov.ph)	
Meat Exporter Trader (MET)			
1. Notarized Accomplished Application Form with attached Passport Size Colored Photo with Affidavit of Undertaking (1 original copy)		NMIS Website (www.nmis.gov.ph)	
2. Business or Mayor's Permit (1 certified true copy)		Mayor's Office of the Client's Respective City/Municipality	
3. Notarized Certification/Authorization from the MEE Allowing them to Export their Products (listed products) (1 certified true copy)		Meat Establishment Exporter (MEE) of the Client	
4. Notarized Leased or Contract of Proof of Ownership of DA-NMIS Licensed Cold Storage Warehouse (1 certified true copy)		Cold Storage Warehouse of the Client	
Single Proprietorship			
a. Certificate of Registration (1 certified true copy)		Department of Trade and Industry (DTI) – Regional and Provincial Offices – Negosyo Centers	
b. Special Power of Attorney (SPA) of the Authorized Representative (1 original copy)		Client	

1890

c. Valid IDs w/ picture and signature of the Authorized Representative (1 photocopy)		Refer to ANNEX A for the List of Acceptable Government-Issued Identification Cards (IDs)/Documents from the Client		
Corporation/Partnership/Cooperative				
a. Certificate of Registration (1 certified true copy)		Securities Exchange Commission (SEC) – Corporate and Partnership Registration Division (CPRD) or Cooperative Development Authority (CDA)		
b. Board’s Resolution of the Authorized Representative (1 original copy)		Client		
c. Valid IDs w/ picture and signature of the Authorized Representative (1 photocopy)		Refer to ANNEX A for the List of Acceptable Government-Issued Identification Cards (IDs)/Documents from the Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits duly accomplished notarized application form and complete documentary requirements to the NMIS Regional Technical Operations Center (RTOC) for the initial review and assessment	1.1 Receives duly accomplished notarized application form and reviews the submitted documentary requirements and assess the completeness	None	1 hour	<i>Meat Import Export Section (MIES)</i> <i>Focal</i> Regional Technical Operations Center (RTOC)
	1.2 NMIS Regional Technical Operation Center (RTOC) Office endorses the application through the Office of the Executive Director (OED) and OED forwards it to the Central Office - Meat Import and	None	6 hours	<i>Meat Import Export Section (MIES)</i> <i>Focal</i> Regional Technical Operations Center (RTOC)

	Export Division (CO-MIED)			
	1.3 CO-MIED undertakes final review of the submitted requirements, conducts on-site validation, prepares the Certificate of Registration (COR) for signature and approval of the Executive Director (ED), and endorses the COR to Records Section for releasing	None	2 working days	<i>Designated Reviewer</i> Meat Import and Export Division (MIED) and <i>Executive Director</i> Office of the Executive Director
2. Picks-up the signed COR as Meat Exporter	2.1 Records Section releases the COR as Meat Exporter to the Authorized Representative and provides the Standardized Client/Customer Satisfaction Survey Form	None	1 hour	<i>Records Officer</i> Records Unit
TOTAL		None	3 workings days	

9. Issuance of Certificate of Registration of Meat Exporters without Onsite Validation

The Meat Inspection Code of the Philippines states that the NMIS through the Meat Import Export Division (MIED) shall be responsible for the evaluation, verification of technical and documentary requirements, and inspection of meat establishment and meat exporter client for registration to ensure compliance to the regulatory requirements.

Office or Division:	Meat Import Export Division (MIED)		
Classification:	Simple		
Type of Transaction:	G2B - Government to Business		
Who may avail:	All Private Business Entities (Single Proprietorships, Partnerships, Cooperatives or Corporations)		
Fees to be Paid:	None		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Meat Establishment Exporter (MEE)			
1. Notarized Accomplished Application Form with attached Passport Size Colored Photo with Affidavit of Undertaking (1 original copy)		NMIS Website (www.nmis.gov.ph)	
Meat Exporter Trader (MET)			
1. Notarized Accomplished Application Form with attached Passport Size Colored Photo with Affidavit of Undertaking (1 original copy)		NMIS Website (www.nmis.gov.ph)	
2. Business or Mayor’s Permit (1 certified true copy)		Mayor’s Office of the Client’s Respective City/Municipality	
3. Notarized Certification/Authorization from the MEE Allowing them to Export their Products (listed products) (1 certified true copy)		Meat Establishment Exporter (MEE) of the Client	
4. Notarized Contract of Lease of Proof of Ownership of DA-NMIS Licensed Cold Storage Warehouse (1 certified true copy)		Cold Storage Warehouse of the Client	
Single Proprietorship			
a. Certificate of Registration (1 certified true copy)		Department of Trade and Industry (DTI) – Regional and Provincial Offices – Negosyo Centers	
b. Special Power of Attorney (SPA) of the Authorized Representative (1 original copy)		Client	

c. Valid ID with picture and signature of the Authorized Representative (1 photocopy with 3 specimen signatures)		Refer to ANNEX A for the List of Acceptable Government-Issued Identification Cards (IDs)/Documents from the Client		
Corporation/Partnership/Cooperative				
a. Certificate of Registration (1 certified true copy)		Securities Exchange Commission (SEC) – Corporate and Partnership Registration Division (CPRD) or Cooperative Development Authority (CDA)		
b. Board’s Resolution of the Authorized Representative (1 original copy)		Client		
c. Valid ID with picture and signature of the Authorized Representative (1 photocopy with 3 specimen signatures)		Refer to ANNEX A for the List of Acceptable Government-Issued Identification Cards (IDs)/Documents		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits duly accomplished notarized application form and complete documentary requirements to the NMIS Regional Technical Operations Center (RTOC) for the initial review and assessment	1.1 Receives duly accomplished notarized application form, reviews the submitted documentary requirements, and assess the completeness	None	1 hour	<i>Meat Import Export Section (MIES) Focal Regional Technical Operations Center (RTOC)</i>
	1.2 NMIS Regional Technical Operation Center (RTOC) Office endorses the application through the Office of the Executive Director (OED) and OED forwards to the Central Office - Meat Import and Export Division (CO-MIED)		6 hours	<i>Meat Import Export Section (MIES) Focal Regional Technical Operations Center (RTOC)</i>
	1.3 MIED CO undertakes final	None	2 working days	<i>Designated Reviewer</i>

	review of the submitted requirements, prepares the Certificate of Registration (COR) for signature and approval of the Executive Director (ED), and endorses the COR to Records Section for releasing			Meat Import and Export Division (MIED) and <i>Executive Director</i> Office of the Executive Director
2. Picks-up the signed COR as Meat Exporter	2.1 Records Section releases the COR as Meat Exporter to the Authorized Representative and provide the Standardized Client/Customer Satisfaction Survey Form	None	1 hour	<i>Records Officer</i> Records Unit
TOTAL		None	2 workings days and 4 hours	

10. Issuance of Official Meat Inspection Certificate (OMIC)

The Meat Inspection Code of the Philippines states that the NMIS through the Meat Import Export Division (MIED) shall conduct examination and inspection of all meat prepared for commerce and certifies the meat bound for export as fit for human consumption.

Office or Division:	Meat Import Export Division (MIED)			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business			
Who may avail:	All NMIS Registered Meat Exporter			
Fees to be Paid:	None			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Laboratory Result with a Satisfactory Result (1 original copy of all test performed in compliance to importing country requirements)		NMIS Central Meat Laboratory (CML) or NMIS Satellite Laboratories		
2. Meat Inspection Certificate (MIC) (1 original copy)		NMIS Meat Inspection Officer (MIO) assigned at the NMIS Licensed Slaughterhouse (SLH), Poultry Dressing Plants (PDP) and Meat Cutting Plant (MCP)		
3. Accomplished OMIC Request Form (1 original copy)		NMIS Meat Inspection Officer (MIO) assigned at the Meat Exporter Establishment (MEE)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits complete requirements to the NMIS MIO for the issuance of OMIC.	1.1 Verifies the legitimacy of the complete requirements submitted by the client	None	1 hour	<i>Meat Inspection Officer (MIO)</i> Regional Technical Operations Center (RTOC)
	1.2 Conducts inspection and stamps all the packaging using the "NMIS Inspected and Passed Logo" of the meat bound for export	None	1 working day and 4 hours	<i>Meat Inspection Officer (MIO)</i> Regional Technical Operations Center (RTOC)
	1.3 Supervise the loading of inspected and		2 hours	<i>Meat Inspection Officer (MIO)</i>

	stamped meat bound for export and issues OMIC to the client and provide the Standardized Client/Customer Satisfaction Survey Form			Regional Technical Operations Center (RTOC)
2. Receives the approved OMIC.		None	1 Hour	Client
TOTAL		None	2 working days	



Meat Standards Development and Consumer Protection Division

External Services

1. Issuance of Sales Promotion Permit for Central Office

Articles 116 to 121, 123b of the Consumer Act of the Philippines provides for the issuance of Permit to Conduct Promotion and the Joint Administrative Order No 1, Series of 2009 providing for the delineation of functions and shared responsibilities in the regulation of meat products between the Department of Agriculture-National Meat Inspection Service and Department of Health- Bureau of Food and Drugs.

The Joint Administrative Order authorizes the National Meat Inspection Service to issue permits relative to advertising and promotion and shall be secured in accordance with the delineation of product responsibility.

Sales promotion are techniques intended for broad consumer participation which contains promises of gain such as prizes, in cash or in kind, as a reward for the purchase of a product, security, service or winning in contest, game, tournament, and other similar competitions which involved determination of winner/s and which utilize mass media or widespread media of information.

Office or Division:	Meat Standards Development and Consumer Protection Division		
Classification:	Simple		
Type of Transaction:	G2B - Government to Business		
Who may avail:	Meat companies, Advertising Agencies		
Fees to be Paid:	(Sales Promotion Permit Fee + Fee for the Amount of Prizes) + mailing fee if applicable		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Application form (1 original copy)		NMIS Meat Standards Development and Consumer Protection Division <u>Promo_Application_Form.pdf (nmis.gov.ph)</u>	
2. A graphical presentation of at least one advertising material that contains the complete mechanics, duration, prizes and coverage of the promotion and shall imprinted on it the phrase: per NMIS Permit No.____ Series of ____.		Client	
3. All other advertising materials shall indicate “See poster or print ad for complete details and the phrase per NMIS Permit No. ____ Series of ____. One (1) copy for each advertising material.			

4. Photocopy of Certificate of License to Operate by the Meat Establishment – one (1) copy		Client		
5. Merchandizing materials and its graphical representation - one (1) copy each.		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits/ send application together with complete requirements via mail, personal filing, or e-mail.	1.1 Receipt of Application <ul style="list-style-type: none"> • Via Registered Mail Receive and sign courier's log indicating the information on the received mail. • Via Personal Filing Accepts the application and other relevant documents, stamp and sign the receiving copy. • Via Electronic Mail Send an acknowledgement e-mail upon receipt of the application and other relevant documents 	None	1 hour	<i>Meat Inspection Officer</i> Meat Standards Development and Consumer Protection Division (MSDCPD)
	1.1 Assesses the application submitted with complete requirements	None	1 hour	<i>Meat Inspection Officer</i> Meat Standards Development and Consumer Protection Division (MSDCPD)
	1.3 Issues Order of Payment	None	30 minutes	<i>Meat Inspection Officer</i> MSDCPD
2. Pays Sales Promotion	2.1 Issues Official Receipt (OR)	For the Fees,	30 minutes	Administrative Officer II Cashier Section

Permit fee & Fees for the Amount of Prizes. Additional Courier fee (if requested by the applicant) and receives Official Receipt (OR)		refer to the table below		
	2.2 Records Sales Promotion OR Number in Logbook	None	1 working day	<i>Meat Inspection Officer</i> MSDCPD
	2.3 Prepares Sales Promotion Permit			
	2.4 Records Sales Promotion Permit Number in Logbook			
	2.5 Endorses Sales Promotion Permit to the Office of the Executive Director			
	2.6 Approves permit	None	1 working day	<i>Executive Director</i> Office of the Executive Director
3. Receives Sales Promotion Permit through: - Pick-up - Courier - Registered Mail	3.1 Provide the Standardized Client/Customer Satisfaction Survey Form	None	1 hour	<i>Records Officer II</i> Records Unit
TOTAL		Refer to the table below + mailing fee if applicable	2 working days and 3 hours	

Table of Sales Promotion Permit Fees:

COVERAGE	COST
a. Nationwide	PHP 1,000.00
b. Several Regions including NCR	PHP 1,000.00
c. More than one (1) region but excluding NCR	PHP 750.00

FEE FOR THE AMOUNT OF PRIZES	
a. Up to PHP 50,000.00	PHP 250.00
b. PHP 50,001.00 to PHP 150,000.00	PHP 500.00
c. PHP 150,001.00 to PHP 300,000.00	PHP 1,000.00
d. PHP 300,001.00 to PHP 500,000.00	PHP 2,000.00
e. PHP 500,001.00 to PHP 1,000,000.00	PHP 3,000.00
f. Above PHP 1,000,001.00	PHP 5,000.00
BLANKET APPROVAL FOR RECURRING SALES PROMOTION	
Covering a Period of one (1) year	Full amount of Permit Fee and Prizes Fee Plus (+) Fifty Percent 50%
CHANGE IN APPROVED VARIABLES	
Mechanics, coverage, duration, participating products or Date of selection of the Winner	PHP 300.00

For Mailing Fee:

Memorandum Order No. CO-01-2024-038 "Current Courier Service Mailing Rate/Fee for Clients Availing the Delivery Services of documents from Central Office to their Requested Address/Location"

Region/Location	Current Mailing Rate/Fee		
	Accreditation Certificate – MIT/LTO initial, etc. (A4 size paper)	Other Documents (Legal size paper)	LTO Certificate (A3 size paper)
NCR	PHP 106.72	PHP 132.90	PHP 230.00
North Luzon	PHP 132.52	PHP 144.80	PHP 245.00
South Luzon	PHP 142.52	PHP 144.80	PHP 245.00
Visayas	PHP 144.42	PHP 156.70	PHP 285.00
Mindanao	PHP 144.42	PHP 156.70	PHP 285.00

2. Redress of Consumer Complain for Under Mediation

This service offers a venue for consumers who buy fresh, chilled or frozen meat to air their complaints in a manner where the resolution becomes mutually acceptable for both the complainant and respondent.

Under Chapter III of the Consumer Act of the Philippines, it is stated that “the concerned department may commence an investigation upon petition or letter complaint from the consumer”. The department shall establish procedures for systematically logging in, investigating and responding to consumer complaints into the development of consumer policies, rules and regulations, assuring as far as practicable simple and easy access on the part of the consumer to seek redress for his grievances.

Meanwhile, under RA 9285, an act to institutionalize the use of Alternative Dispute Resolution (ADR) System in the Philippines and to establish the Office for the Alternative Dispute Resolution, and for other purposes, it provides that “the state shall encourage and actively promote the use of ADR to achieve speedy and impartial justice and declog court dockets.

Office or Division:	Meat Standard Development and Consumer Protection Division			
Classification:	Highly Technical (Under Special Law)			
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government			
Who may avail:	Consumers who purchased meat			
Fees to be Paid:	None			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Complaint letter, either manually submitted or coursed through online (1 original or printed copy)		Client		
A Filled-out Information sheet (ADR Form No. 1)		NMIS Website (www.nmis.gov.ph)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submits filled-out and signed Information Sheet 1 or letter of complaint	1.1 Receives and assess the filled-out and signed Information Sheet No. 1 or the letter of complaint. <i>If the complaint is coursed through email, the processing time</i>	None	1 working day	Consumer Protection Focal Meat Standards Development and Consumer Protection Division (MSDCPD)

	<i>starts during the actual time of the retrieval of the complaint.</i>			
	1.2 If complaint is received through telephone call, MSDCPD-Consumer Protection focal person fills-out <i>Information Sheet</i>			<i>Consumer Protection Focal Meat Standards Development and Consumer Protection Division (MSDCPD)</i>
	1.3 If the complaint falls under mediation, fills out the endorsement form (Form No. 2a) together with the Information Sheet and submit to the Office of the Executive Director (OED) for approval.			<i>Consumer Protection Focal Meat Standards Development and Consumer Protection Division (MSDCPD)</i>
	1.4 The OED approves the Endorsement.	None	3 working days	<i>Executive Director Office of the Executive Director</i>
	1.5 Send endorsement to the concerned Regional Technical Operations Center through email	None	2 working days	<i>Consumer Protection Focal Meat Standards Development and Consumer Protection Division (MSDCPD)</i>

	1.6 Receives endorsement from the central office. Prepares for the conduct of mediation	None	5 working days	<i>Consumer Protection Focal Meat Standards Development and Consumer Protection Division (MSDCPD)</i>
2. Attend Mediation (both the respondent and the complainant)	2.1 Conduct mediation a. First hearing b. Second hearing c. Third hearing and signing of settlement agreement	None	10 working days	<i>Regional Alternative Dispute Resolution Specialist Regional Technical Operation Center (RTOC)</i>
	2.2 Furnish the OED and furnish the MSDCPD a copy on the result of the resolution of the complaint through email.	None	1 working day	<i>Consumer Protection Focal Meat Standards Development and Consumer Protection Division (MSDCPD)</i>
	TOTAL	None	2 working days	

3. Redress of Consumer Complaint for Regulatory Investigation

This service offers a venue for consumers who buy fresh, chilled or frozen meat to air their complaints in a manner where the resolution becomes mutually acceptable for both the complainant and respondent.

Office or Division:	Meat Standard Development and Consumer Protection Division			
Classification:	Highly Technical (Under Special Law)			
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government			
Who may avail:	Consumers who purchased meat			
Fees to be Paid:	None			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Complaint letter, either manually submitted or coursed through online (1 original or printed copy)		Client		
2. A Filled-out Information sheet (ADR From No. 1)		NMIS Website (www.nmis.gov.ph)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
9. Submits filled-out and signed Information Sheet 1 or letter of complaint	1.1 Receives and assess the filled-out and signed Information Sheet No. 1 or the letter of complaint. <i>If the complaint is coursed through email, the processing time starts during the actual time of the retrieval of the complaint.</i>	None	1 working day	Consumer Protection Focal Meat Standards Development and Consumer Protection Division (MSDCPD)
	1.2 If complaint is received through telephone call, MSDCPD-Consumer Protection focal person fills-out			Consumer Protection Focal Meat Standards Development and Consumer Protection Division (MSDCPD)

	<i>Information Sheet</i>			
	1.3 If the complaint falls under regulatory investigation, forward Information Sheet to the Office of the Regional Technical Director for endorsement to Enforcement Group for investigation			<i>Consumer Protection Focal Meat Standards Development and Consumer Protection Division (MSDCPD)</i>
	1.4 Conduct regulatory investigation	None	7 working days	<i>Enforcement Focal Regional Technical Operation Center (RTOC)</i>
	1.5 Sends report on the result of the conduct of investigation to the complainant copy furnish the Office of the Executive Director copy furnished the MSDCPD through email	None	2 working days	<i>Enforcement Focal Regional Technical Operation Center (RTOC)</i>
2. Attend Mediation (both the respondent and the complainant)	2.1 Furnish the complainant the report on the action taken to resolve the complaint through e-mail or courier.	None	2 working days	<i>Records Officer II Records Unit</i>
TOTAL		None	12 working days	

4. Redress of Consumer Complaint Received at the Central Office and Endorsed to Other Office

This service offers a venue for consumers who buy other agricultural products to air their complaints. The National Meat Inspection Service promptly endorses the complaint to the office concerned.

Office or Division:	Meat Standard Development and Consumer Protection Division			
Classification:	Highly Technical (Under Special Law)			
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government			
Who may avail:	Consumers who purchased meat			
Fees to be Paid:	None			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Complaint letter, either manually submitted or coursed through online (1 original or printed copy)		Client		
4. A Filled-out Information sheet (ADR From No. 1)		NMIS Website (www.nmis.gov.ph)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits filled-out and signed Information Sheet 1 or letter of complaint	1.1 Receives and assess the filled-out and signed Information Sheet No. 1 or the letter of complaint. <i>If the complaint is coursed through email, the processing time starts during the actual time of the retrieval of the complaint.</i>	None	1 working day	Consumer Protection Focal Meat Standards Development and Consumer Protection Division (MSDCPD)
	1.2 If complaint is received through telephone call, MSDCPD-Consumer Protection focal person fills-out			Consumer Protection Focal Meat Standards Development and Consumer Protection

	<i>Information Sheet</i>			Division (MSDCPD)
	1.3 If the complaint does not fall under NMIS jurisdiction, fill out the endorsement form (Endorsement Form No. 2a) together with the Information Sheet and submit for approval to the Office of the Executive Director (OED)			Consumer Protection Focal Meat Standards Development and Consumer Protection Division (MSDCPD)
	1.4 The OED approves the Endorsement.	None	2 working days	Executive Director Office of the Executive Director
	1.5 Sends approved endorsement to other office through email	None		Records Officer II Records Unit
TOTAL		None		

Plant Operation Standard and Monitoring Division

External Services

1. Deputation of LGU Meat Inspection Officer

The process of deputation of Local Government Unit (LGU) meat inspection officers (Meat Inspectors or Veterinarians) is established to augment the NMIS workforce in the enforcement of meat inspection, hygiene and animal welfare rules and regulation in a specified NMIS-licensed slaughterhouse or poultry dressing plant.

Office or Division:	Plant Operation Standards and Monitoring Division (POSMD)			
Classification:	Complex			
Type of Transaction:	G2G - Government to Government			
Who may avail:	NMIS Regional Technical Operation Centers LGU Meat Inspection Officers			
Fees to be Paid:	None			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
New/Renewal				
1. Endorsement Letter for Deputation (1 copy either original, scanned copy or photocopy)		NMIS Regional Technical Operation Center		
2. Updated Personal Data Sheet (1 copy either original, scanned copy or photocopy)		LGU Meat Inspection Officer		
3. BMIC certificate (1 scanned copy or photocopy)				
4. Endorsement letter from LCE (1 scanned copy or photocopy)		Local Government Unit - Local Chief Executive		
5. Appointment Service Contract /Special Order (1 scanned copy or photocopy)		Local Government Unit		
6. Bank Account Information (minimum information must include the account name and account Number)		LGU Meat Inspection Officer		
7. Passport size picture with signature at the front (1 original or scanned colored copy)				
Additional Requirement for Renewal				
Performance Rating Checklist for Deputized MIO		Regional Technical Operation Center – Plant Operation Standard and Monitoring Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Endorsement Letter for LGU Deputation and its corresponding	1.1 Receiving and forwarding of Endorsement Letter for LGU Deputation and its	None	1 hour	Records Officer II Records Unit

requirements addressed to the Executive Director	corresponding requirements			
	1.2 Receiving, reviewing and verification of documents	None	3 working days	<i>Deputation Program Focal POSMD</i>
	1.3 Preparation of Deputation Order	None	2 working days	<i>Deputation Program Focal POSMD</i>
	1.4 Endorsement of Deputation Order	None	4 hours	<i>Chief Meat Control Officer POSMD</i>
	1.5 Approval of Deputation Order	None	4 hours	<i>Executive Director Office of the Executive Director</i>
2. Downloading of signed Deputation Order/s and dissemination to the concerned LGU and individuals	2.1 Forwarding of signed Deputation Order/s to Records Unit and uploading of Deputation Order for posting at NMIS-ECS (Electronic Communication System)		7 hours	<i>Secretary II Office of the Executive Director</i> <i>Records Officer II Records Unit</i>
TOTAL		None	7 working days	

Project Management Office – Engineering Section External Services

1. Issuance of Registration to Meat Establishment Contractors, Fabricators, and Equipment/Facility and Refrigeration Supplier

Pursuant to DA Memorandum Circular No. 01 series of 2007 and NMIS Memorandum Order No. 2-2008-18 series of 2008, the NMIS, through its Engineering Office, facilitates the registration of Meat Establishment Contractors, Fabricators, and Equipment/Facility and Refrigeration Supplier in order to properly implement the National Standards for the construction and upgrading of meat establishments, under Meat Establishment Improvement Program (MEIP) and other DA Slaughterhouse Projects. The said Meat Establishment Contractors, Fabricators, and Equipment/Facility and Refrigeration Supplier must undergo first a process of evaluation, classification and registration at the NMIS before they can participate in the bidding involving construction or improvement of meat establishments, such as but not limited to slaughterhouses and poultry dressing plants.

Office or Division:	Project Management Office - Engineering
Classification:	Highly Technical
Type of Transaction:	G2B - Government to Business
Who may avail:	Meat Establishment Contractors, Fabricators, Equipment/Facility and Refrigeration Suppliers
Fees to be Paid:	(Application Fee + Processing Fee + Registration Fee) + Mailing Fee if applicable
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter of Intent with the following info (1 original copy): a. Complete legal name of company b. Complete mailing address c. Authorized legal representative as evidenced by a Special Power of Attorney (SPA) or Board Resolution d. Contact details. e. Specimen signature of representative and principal	Client
1. SEC or DTI Registration (1 Certified True Copy)	SEC Documents can be requested online at: www.secexpress.ph Download DTI Certificate/Certification at: http://www.bnrs.dti.gov.ph/web/guest/registration
2. Business Permit/Mayor's permit (1 Certified True Copy)	Business' respective Municipality/City
3. Taxpayer's Identification No. (TIN), Tax Clearance from BIR (1 Certified True Copy)	BIR Clients respective Revenue District Office (RDO)

4. Current Audited Financial Statement of Asset & Liabilities and Income Tax Return with BIR stamp (1 Certified True Copy)		Third Party Provider c/o Client		
5. List of Projects completed for the last five (5) years (1 original copy)		Client		
6. Notarized undertaking that the company is not “blacklisted” or barred from joining biddings by the Government or any agencies, offices, corporations or LGUs, including non-inclusion in the Consolidated Blacklisting Report issued by the Government Procurement Policy Board (GPPB) (1 Certified True Copy)		GPPB Online Portal: https://www.gppb.gov.ph/		
7. Company’s Organizational Chart (1 original copy)		Client		
8. List of Sustaining Technical Employees with corresponding valid professional license (PRC) and TESDA Certificate for Skilled Workers (1 original copy)		Client		
Additional Requirements for Meat Establishment Contractors				
9. PCAB License (1 photocopy)				
10. List of construction equipment owned/leased (with proof of ownership or Lease Contract) (1 photocopy)				
Additional for Meat Establishment Equipment Fabricator Applicant				
11. List of fabrication equipment owned/leased (with proof of ownership or Lease Contract) (1 photocopy)				
Additional for Meat Establishment Equipment/Facility and Refrigeration Supplier Applicants				
12. Product Lines with brochures, pamphlets, etc. (1 copy)		Client		
13. Memorandum of Agreement/Contract to distribute between Principal based abroad and Supplier (1 copy)		Client		
14. Notarized undertaking accepting responsibility over safety and quality of equipment from abroad (Supplier Liability) (1 Certified True Copy)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Submit Letter of Intent (LOI) with complete documentary requirements to the respective Regional Technical Operations Center (RTOC)	1.1 Accept, review and evaluate the LOI together with complete documentary requirements.	None	1 working day	<i>Infrastructure Focal Person</i> Regional Technical Operation Centers (RTOC)
	1.2 Issue the Payment Order Slip to client to pay for the Application & Processing Fees.			
2. Pay application and processing fees and receives Official Receipt (O.R.)	2.1 Collect fees and issues O.R.	Application Fee: PHP 500.00 Processing Fee: PHP 2,500.00	5 working days	<i>Special Collecting Officer (SCO)</i> Regional Technical Operation Centers (RTOC)
	2.2. Prepare the endorsement letter and forward original documents to Central Office	None		<i>Infrastructure Focal Person</i> Regional Technical Operation Centers (RTOC)
	2.3 Receive the endorsement letter with original documents and forward to the Office of the Executive Director (OED)	None	30 minutes	<i>Records Officer II</i> Records Unit
	2.4 Receive endorsement letter with original documents and route to the PMO-Engineering Section.	None	30 minutes	<i>Executive Director</i> Office of the Executive Director

	2.5 Receive the endorsement letter with original documents, schedule the on-site evaluation, and prepare the Memorandum and Travel Order for the purpose, for initial of the PMO head, PIMD head and approval of the Executive Director	None	3 working days	Engineering Staff PMO- Engineering Section
3. Answer the queries of the evaluators and present the original copies of submitted documentary requirements and provide access to the evaluators to its facilities.	3.1 Validate the documentary requirements submitted, conduct evaluation, and classify if the client passes the evaluation process.	None	2 working days	Infrastructure Focal Person Regional Technical Operation Centers (RTOC) Engineering Staff PMO- Engineering Section
4. Receive the evaluation and classification results from the RTOC / evaluators	4.1 Provide the evaluation and classification results	None	15 minutes	Engineering Staff PMO- Engineering Section Infrastructure Focal Person Regional Technical Operation Centers (RTOC)
5. Pay the registration/ accreditation fee	5.1 If failed: Go back to the steps for	Registration Fee: Class A =		

and/or mailing fee at the RTOC's Collection Office	application of New Registration <u>If passed:</u> Collect the accreditation/regi- stration fee and issues O.R. and forward O.R. to Central Office	PHP 500.00 Class AA = PHP 1,000.00 Class AAA = 1,500.00 Mailing Fee: <i>Please refer to the table for Mailing Fee</i>		
	5.2 Prepare the Certificate of Registration, for initial of the PMO- Engineering Head and signature of the agency head.	None	1 working day	<i>Engineering Staff PMO- Engineering Section Engineer III PMO- Engineering</i>
	5.3 Forward the approved Certificate of Registration to the PMO- Engineering Section, who will forward the same to the Records Section.	None	30 minutes	<i>Engineering Staff PMO- Engineering Section Executive Director Office of the Executive Director</i>
6.Client receives the Certificate of Registration Via Personal Pick-up: Receive and sign log if for personal pick-up at NMIS Central Office	6.1 Provide the Standardized Client/Customer Satisfaction Survey Form	None	10 minutes	<i>Records Officer II Records Unit</i>

<p>Via Registered Mail: Receive and sign courier's log indicating the information on the received mail.</p> <p>Via RTOC: Receive and sign log at the concerned RTOC.</p>				
TOTAL		<p>PHP 500 + PHP 2500 + Registration Fee+ Mailing Fee</p>	<p>12 working days, 2 hours, 25 minutes</p>	

2. Procedure for Technical Assistance in the Meat Establishment, that is, Construction, Repair, Rehabilitation, Expansion and Upgrading

Pursuant to the revised implementing rules and regulations of Republic Act (R.A.) No. 9296, as amended by R.A. No. 10536, the NMIS, through its Engineering Office shall provide technical assistance, when requested, to local government units and private entities on site selection, construction, renovation or upgrading/improvement of the Meat Establishments and monitor the implementation and compliance to National Standards and environmental requirements.

Office or Division:	Project Management Office - Engineering			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business G2G - Government to Government			
Who may avail:	Local Government Units, Private Entities			
Fees to be Paid:	None			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Request for Technical Assistance of Meat Establishment.		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter of Request for Technical Assistance to the respective Regional Technical Operations Center (RTOC)	1.1 Accept the Letter of Request, prepare endorsement letter and forward to Central Office	None	1 working day	<i>Infrastructure Focal Person Regional Technical Operation Centers (RTOC)</i>
	1.2 Receive the endorsement letter and forwards the same to the Office of the Executive Director (OED)	None	30 minutes	<i>Records Officer II Records Unit</i>
	1.3 Receive the endorsement letter and route to the PMO-Engineering Section.	None	1 working day	<i>Executive Director Office of the Executive Director</i>
	1.4 Arrange with	None	3 working days	<i>Engineering Staff</i>

	RTOC the schedule for conduct of technical assistance and prepare the memorandum and travel order for the purpose, for initial of the PMO/PIMD head and approval of the agency head			PMO- Engineering Section
2. Attend the conduct of on-site technical assistance	2.1 Conduct on-site technical visit with client and discuss technical requirement/s.	None	1 working day	<i>Infrastructure Focal Person Regional Technical Operation Centers (RTOC)</i> <i>Engineering Staff PMO- Engineering Section</i>
	2.2 Prepare travel report with complete signature/e-signature and submit to OED, photocopy and furnish travel report to client and RTOC.	None	1 working day	<i>Engineering Staff PMO- Engineering Section</i>
3. Receive the technical assistance report Via Personal Pick-up: Receive and sign log if for personal pick-	3.1 Provide the Standardized Client/Customer Satisfaction Survey Form	None	10 minutes	<i>Records Officer II Records Unit</i>

<p>up at NMIS Central Office</p> <p>Via Registered Mail: Receive and sign courier's log indicating the information on the received mail.</p> <p>Via RTOC: Receive and sign log at the concerned RTOC.</p>				
TOTAL		None	10 days, 1 hour and 40 minutes	

3. Procedure for the Availment of Meat Establishment Improvement Program (MEIP) for Funding Assistance

Pursuant to the Joint DA-DILG-DBM Memorandum Circular no.01 series of 2006 "Guidelines on Local Government Units (LGUs) Meat Establishment Improvement Program (MEIP)", the NMIS, through its Engineering Office shall organize and prepare the short list of priority recipients based on criteria and determine the compliance to NMIS standards on accreditation.

Office or Division:	Project Management Office - Engineering		
Classification:	Highly Technical		
Type of Transaction:	G2G - Government to Government		
Who may avail:	Local Government Units		
Fees to be Paid:	None		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Initial Submission			
1. Letter of Intent (1 printed copy/original copy)		Client	
Second Submission (Long list)			
1. SB Resolution allowing the LGU to construct “AA” Slaughterhouse.		Client	
2. Feasibility Study/ Concept paper		Client	
3. OCT/TCT of Lot, Deed of Absolute sale, or Deed of Absolute Donation and Acceptance		Client	
4. Comprehensive Land Use Plan (CLUP) Certification/ Zoning Certification		Client	
5. Environmental Clearance Certificate, or machine copy of the application receiving copy, or Certification that the proponent has completed the application requirements of ECC		Client	
6. Engineering Plan/ Detailed Engineering Design		Client	
7. Program of Works		Client	
Third Submission (Short List)			
8. Certificate of Availability of Funds (CAF)		Client	
9. Seal of Good Housekeeping.		Client	
10. Revised Engineering Plan/Detailed Engineering Design.		Client	
11. Revised Program of Works.		Client	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter of Intent to the respective Regional Technical Operations Center (RTOC)	1.1 Accept the Letter of Request, prepare endorsement letter and forward to Central Office	None	5 working days	<i>Infrastructure Focal Person</i> Regional Technical Operation Centers (RTOC)
	1.2 Receive the endorsement letter and forwards the same to the Office of the Executive Director (OED)	None	30 minutes	<i>Records Officer II</i> Records Unit
	1.3 Receive the endorsement letter and route to the PMO-Engineering Section.	None	1 working day	<i>Executive Director</i> Office of the Executive Director
	1.4 Prepare reply letter (copy furnish to RTOC) for the submission of initial documents for long listing of applicants.	None	1 working day	<i>Engineering Staff</i> PMO-Engineering Section
2. Submit initial documents for the long listing of applicants.	2.1 Receive and verify the completeness of the submitted documents. Complete: 1. Receive and sign acknowledgment receipt stating that the documents submitted are complete.	None	1 working day	<i>Infrastructure Focal Person</i> Regional Technical Operation Centers (RTOC)

	<p>2. Prepare endorsement letter to Central Office and attach the complete documents.</p> <p>Incomplete:</p> <p>1. Receive and sign acknowledgment receipt stating that the documents submitted are incomplete.</p> <p>2. Return the documents to the client.</p>			
	2.2 Receive the endorsement letter and forward the same to the OED	None	1 working day	<i>Records Officer II</i> Records Unit
3. Attend the coordination meeting and on-site inspection	3.1 Conduct on-site evaluation for the proposed lot area for the construction of Meat Establishment.	None	1 working day	<i>Engineering Staff</i> PMO- Engineering Section <i>Infrastructure</i> <i>Focal Person</i> Regional Technical Operation Centers (RTOC)
	3.2 Prepare travel report/site-evaluation report with complete signature and submit to OED	None	1 working day	<i>Engineering Staff</i> PMO- Engineering Section
	3.3 Submit to MSDCPD the long list of all LGUs for	None	30 minutes	<i>Engineering Staff</i> PMO- Engineering Section

	possible financial assistance for the schedule of Social Preparation Orientation Workshop (SPOW) and inform the client.			
4. Submission of final requirements for short listing after the SPOW	4.1 Prepare endorsement letter to Central Office and attach the complete documents.	None	5 working days	<i>Records Officer II</i> Records Unit
	4.2 Receive the endorsement letter and forward the same to the OED	None	30 minutes	<i>Executive Director</i> Office of the Executive Director
	4.3 Receive the endorsement letter and route to the PMO-Engineering Section.	None	1 hour	<i>Engineering Staff</i> PMO-Engineering Section
	4.4 <i>Complied</i> Client to be included in the short list of MEIP funding assistance for approval of the Executive Director <i>Not Complied</i> Provide letter to the client that they are not included in the short list.	None	3 working days	<i>Engineering Staff</i> PMO-Engineering Section

5.Receive the letter of approval	5.1 Provide the Standardized Client/Customer Satisfaction Survey Form	None	30 minutes	<i>Engineering Staff</i> PMO- Engineering Section
TOTAL		None	23 days, 6 hour and 30 minutes	



Administrative Division – Facility Management Office

External Services

1. Request for use of SHE Hall, Training and Dormitory Room for Internal/ External Clientele

This service pertains to transaction or request relative to use of SHE Hall, Training Room for official gatherings for External Clientele and Dormitory Room for Internal/External Clientele at the National Meat Inspection Service (NMIS).

Office or Division:	Administrative Division/ Facility Management Office			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government G2C – Government to Citizen			
Who may avail:	All			
Fees to be Paid:	(Type of Facility x # of days)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Any of the following: a. Letter of Request on the use of Dormitory, SHE Hall, and Conference Room (1 Original Copy) b. Accomplished request form (1 Original Copy) c. Duly accomplished NMIS Dormitory Reservation Tool (NDRT) or NMIS Resource Reservation Tool (NRRT) (1 Electronic Copy)		Client Administrative Division/Facility Management Office Online Resource Reservation Request Tool - For Dormitory: (bit.ly/NMISDRT) - For SHE Hall and Conference Room: (http://nmis.live:127/)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Request Form (together with Letter Request, if applicable) to NMIS Administrative Office or accomplishes an NDRT/NRRT to Online Resource Reservation Request Tool	1.1 Receives and evaluates the correctness and completeness of the Request	None	30 minutes	Administrative Division (AD)/Facility Management Office
	1.2. Check availability of the facility	None	30 minutes	Administrative Division (AD)/ Facility Management Office
	1.3 Approves/ Disapproves Request	None	20 minutes	Chief Administrative Officer

1. Submits Request Form (together with Letter Request, if applicable) to NMIS Administrative Office or accomplishes an NDRT/NRRT to Online Resource Reservation Request Tool	Issues Letter of Denial of Request through email/call (for immediate information) if disapproved	None	20 minutes	Facility Management Office/ Administrative Division (AD)
	If approved give a duplicate copy of the Approved Request Form and Training /Dormitory room assignment	None	20 minutes	
	1.4 Files the original copy of the Approved Request Form	None	15 minutes	
2. Use of the Facility	1.1.1 Coordinate with the Facility Management Office before and after use 1.2 Issued to the concern the statement of account (SOA) immediately after the use of the facility	None	20 minutes	
3. Submits statement of account (SOA) and pays the Facility Fee to the Cashier	3.1 Accepts/ receives payment and issues Official Receipt (O.R.)	<i>Refer to the Schedule of fees below</i>	15 minutes	Administrative Division (AD) Cashier Section
4. Presents the O.R	4.1 Accepts for issuance of clearance	None	10 minutes	Cashier Section/ Facility Management Office/ Administrative Division (AD)
TOTAL		Type of Facility x No. of Days	3 hours	

SCHEDULE OF FEES

Facility	Payment fee	Capacity
Salvador H. Escudero III (SHE) Hall (venue only)	PHP40,000.00 per day PHP 5,000.00 per hour PHP 6,000.00 additional hour	Sitting Minimum - 100pax Maximum - 500pax With Table Minimum - 150pax Maximum - 300pax
Training Room A	PHP10,000.00 per day PHP 1,250.00 per hour PHP 1,500.00 additional hour	Minimum - 35pax Maximum - 50pax
Training Room B	PHP 8,000.00 per day PHP 1,000.00 per hour PHP 1,200.00 additional hour	Minimum - 35pax Maximum - 50pax
Training Room C	PHP 5,000.00 per day PHP 625.00 per hour PHP 700.00 additional hour	Minimum - 20pax Maximum - 35pax

Note: Additional hour is up to 6 PM only

Facility - Dormitory	Payment fee	Condition/ Requirements
NMIS officials and employees	PHP100.00 per person per day/night	Regular occupants - maintain cleanliness and bring their bedding Non -Regular occupants -maintain cleanliness
a. Department of Agriculture (DA) Agency Official or Employees b. Other Government Agency Personnel c. Other Private individuals with referrals	PHP400.00 per person per day/night	Maintain cleanliness, and request clearance from the Security Guard after use

Administrative Division – Human Resource Management Section External Services

1. Filling Up of Vacant Positions

Part of the Recruitment, Selection and Placement is the filling-up of vacant positions. It refers to the process of laying down the recruitment plan, sourcing applicants and updating the pools of applicants for 1st and 2nd level vacant positions of the Agency.

Office or Division:	Administrative Division – Human Resource Management (HRM) Section			
Classification:	Highly Technical			
Type of Transaction:	Government to Government (G2G) Government to Citizen (G2C)			
Who may avail:	All interested and qualified internal and external applicants			
Fees to be Paid:	None			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Basic Requirements:				
1. Letter of Application specifying the position and office applying for (1 original)		Applicant		
2. Duly accomplished sworn/notarized Personal Data Sheet (CSC Form No. 212, Revised 2017) (1 original)		Civil Service Commission (CSC) Website		
3. Work Experience Sheet (Attachment to CS Form No. 212) (1 original)		Civil Service Commission (CSC) Website		
4. Eligibility (1 authenticated copy)		<ul style="list-style-type: none"> • 1st and 2nd Level Eligibility - Civil Service Commission (CSC) • Special Eligibility under Special Laws - Civil Service Commission (CSC) • Third Level Career Service Eligibility - Career Executive Service Board • RA 1080/Practice of Profession - Professional Regulation Commission (PRC) • Practice of Law - Supreme Court 		
5. Diploma and Transcript of Records (1 authenticated copy)		School concerned		
6. Training Certificates (1 authenticated copy)		Agency/Office concerned		
7. IPCR for Two Rating Periods with at least Very Satisfactory Rating (for Government employees) (1 authenticated copy)		Agency/Office concerned		
8. Service Record (for Government employees) (1 original)		Agency/Office concerned		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Submits complete application requirements	1.1 Receives and checks the applications with complete supporting documents	None	1 working day	Human Resource Management Officer HRM Section
	1.2 Assesses application documents according to the position requirements and CS qualification standards	None	1 working day	Human Resource Management Officer HRM Section
	1.3 Prepares list of applicants/ candidates who met the minimum requirements of the position	None	1 working day	Human Resource Management Officer HRM Section
	1.4 Prepares letter of invitation for the Competency Based Online Examination	None	1 working day	Human Resource Management Officer HRM Section
2. Receives letter of invitation	2.1 Notifies applicants on the schedule of online examination	None	1 working day	Human Resource Management Officer HRM Section
	2.2 Adds the applicants to the online examination tool	None	1 working day	Human Resource Management Officer HRM Section
3. Takes the online examination	3. Administers the online examination	None	1 working day	Human Resource Management Officer HRM Section
4. Attends/ participates to Behavioral Event Interview (BEI)	4.1 Convenes the Human Resource Merit Promotion and Selection Board (HRMPSB) and conducts BEI	None	1 working day	Human Resource Merit and Promotion Selection Board Chairperson, Members and Secretariat
	4.2. Prepares Comparative Assessment Results (CAR) and	None	5 Working Days	Human Resource Merit and Promotion Selection Board Chairperson,

	shortlist of candidates for signature by the HRMPSB			Members and Secretariat
	4.3 Conduct Background Investigation (BI) for shortlisted candidates of 2nd level position			
	4.4 Prepares Endorsement on Recommended Candidates	None	1 working day	Human Resource Merit and Promotion Selection Board Chairperson, Members and Secretariat
	4.5 Submits the Endorsement to the Appointing Authority	None	1 working day	Human Resource Merit and Promotion Selection Board Chairperson, Members and Secretariat
	4.6 Selection of Candidates 4.7 Names of the selected candidates will be endorsed to the Office of the Secretary for approval	None	30 working days	Appointing Authority / Agency Head Secretary of the Department of Agriculture
	4.8 Prepares Appointment Paper, Position Description Form, Oath of Office and Assumption to Duty	None	1 working day	Human Resource Management Officer HRM Section
	4.9. Notifies applicant of his/ her acceptance (Congratulatory Letter) or non-acceptance (Regret Letter) to the agency	None	1 working day	Human Resource Management Officer HRM Section

5. Submits pre-employment requirements	5.1 Send out Notification Letters to selected candidates for submission of pre-employment requirements	None	7 working days	Human Resource Management Officer HRM Section
6. Attends/ participates in the Oath Taking Ceremony	6.1 Facilitates Oath Taking Ceremony	None	4 Hours	Human Resource Management Officer HRM Section
7. Assumes duties and responsibilities	7.1 Submits Appointments and pertinent supporting documents to the Civil Service Commission for attestation	None	1 working day	Human Resource Management Officer HRM Section
	7.2 Conducts orientation			
	TOTAL:	None	55 working days and 4 hours	



Administrative Division - Records Unit

External Services

1. Issuance of Certified True Copy of Certificate

This service pertains to the client's acquisition of an Authentication or Certified True Copy of Certificates issued by NMIS such as License to Operate (LTO), Importer/Exporter Certificate, Contractor, Fabricator and Supplier Certificate, HACCP and GOP Certificate.

Office or Division:	Administrative Division – Records Unit	
Classification:	Simple	
Type of Transaction:	G2C - Government to Citizens G2B - Government to Business	
Who may avail:	Owners and Operators of Meat Establishments, Contractors, Fabricators and Suppliers	
Fees to be Paid	PHP 100.00 per copy	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Request Form – (One (1) copy) or Request Letter – (One (1) copy)		NMIS-Records Unit Client/Establishment
2. Certificate – (One (1) Original copy) - (notarized if applicable)		Client/Establishment
3. One (1) photocopy from the original copy (additional copy depends on number of request)		Client/Establishment
Additional requirements (if applicable)		
<ul style="list-style-type: none"> Notarized Lease of Contract with Cold Storage Warehouse (CSW) – (One (1) copy) 		Client/Establishment
<ul style="list-style-type: none"> Duly signed Letter from the CSW endorsing the request for CTC signed by the owner – (One (1) copy) 		Client/Establishment
<ul style="list-style-type: none"> Valid Identification Card of the meat establishment owner and/or representative – (One (1) photocopy) <ul style="list-style-type: none"> -- Company ID, SSS ID, Driver's License, PRC ID, Passport, Senior Citizen ID, Voter's ID, Phil. ID, TIN ID, Postal ID 		Company, and other government issuing agencies

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Accomplish the Request Form and present the original certificate to Records Unit /RTOC or send request by email to records@nmis.gov.ph or rtoc.govmail (see table of directory) attaching scanned copy of the original certificate (front and back page)</p> <p>If applicable only, present Duly signed Letter from the CSW endorsing the request for CTC signed by the owner and the Notarized Lease of Contract with CSW including valid ID.</p>	1.1 Receive the Request Form or Request Letter through email with scanned copy of the original certificate.	None	30 minutes	<p><i>Records Officer II</i> Records Unit</p> <p><i>Designated Records Custodian</i> Regional Technical Operation Center (RTOC)</p>
	1.2 Check/verify the authenticity of certificate	None		<p><i>Records Officer II</i> Records Unit</p> <p><i>Designated Records Custodian</i> Regional Technical Operation Center (RTOC)</p>
	1.3 Issue Order of Payment (OP) and/or Statement of Account (SOA)	None		<p><i>Records Officer II</i> Records Unit</p> <p><i>Designated Records Custodian</i> Regional Technical Operation Center (RTOC)</p>
2. Pay the fee at the Cashier Section or RTOC Office	2.1 Accept the payment, OP and/or SOA and issue Official Receipt (O.R.)	PHP100.00 per photocopy of the original certificate		<p><i>Administrative Officer V</i> Cashier Section</p> <p>or <i>Special Collecting Officer</i> Regional Technical Operation Center (RTOC)</p>
3. Present OR, and receive the Certified True Copy document	3.1. Record the OR number into the Log Book.	None		<i>Records Officer II</i> Records Unit

to Records Unit and fill-out Client/Customer Satisfaction Survey Form and put in the designated drop box.				<i>Designated Records Custodian Regional Technical Operation Center (RTOC)</i>
	3.2. Certify the Certificate (stamp, sign and dry seal)	None		<i>Records Officer II Records Unit</i> <i>Designated Records Custodian Regional Technical Operation Center (RTOC)</i>
	3.3. Release the Certified True Copy Certificate and request to fill-out Client/Customer Satisfaction Survey Form.			<i>Records Officer II Records Unit</i> <i>Designated Records Custodian Regional Technical Operation Center (RTOC)</i>
	Total	Php100.00 per photocopy of original certificate	30 minutes	

2. Release of Certificates

This service pertains to the client's choice to pick-up and acquire the Original Copy of the applied certificate such as License to Operate (LTO), Importer/Exporter Certificate, Contractor, Fabricator and Supplier Certificate, HACCP and GOP Certificate issued by NMIS.

Office or Division:	Administrative Division – Records Unit			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizens G2B - Government to Business			
Who may avail:	Owners and Operators of Meat Establishments, Contractors, Fabricators and Suppliers			
Fees to be Paid:	None			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Special Power of Attorney (SPA) for importer/exporter or Authorization Letter for other type of certificate – (One (1) original copy)		Client		
2. Valid Identification Card (ID) – to be presented a. one (1) photocopy for owner/manager, and/or b. one (1) photocopy for authorized representative <i>**Company ID, SSS ID, Driver's License, PRC ID, Passport, Senior Citizen ID, Voter's ID, Phil. ID, TIN ID, Postal ID</i>		Company, SSS, LTO, PRC, DFA, Brgy/City Hall, Comelec, PSA, BIR, Philpost		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the copy of SPA or Authorization and photocopy of ID to Records Unit/ RTOC	1.2 Receive and check/verify the submitted documents	None	15 minutes	<i>Records Officer II</i> Records Unit
2. Sign in the Log book and receive the original certificate. Fill-out Client/Customer Satisfaction Survey Form and put in designated drop box.	2.1 Release the certificate and request to fill-out Client/Customer Satisfaction Survey Form			<i>Designated Records Custodian</i> Regional Technical Operation Center (RTOC)
Total		None	15 minutes	

3. Issuance of Certified Copy of NMIS Documents/ Request for Document Retrieval

This service pertains to the client's acquisition of an Authentication or Certified Copy of documents in the custody of NMIS Records Unit or Regional Technical Operation Center.

Office or Division:	Administrative Division – Records Unit			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government			
Who may avail:	All			
Fees to be Paid:	None			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Form – (One (1) copy) or Request Letter – (One (1) copy)		NMIS-Records Unit Client		
2. Authorization Letter – (one (1) copy, for external client only)		Client		
3. Valid Identification Card (ID) – to be presented by external client only a. one (1) photocopy for client, and/or b. one (1) photocopy for authorized representative **Company ID, SSS ID, Driver's License, PRC ID, Passport, Senior Citizen ID, Voter's ID, Phil. ID, TIN ID, Postal ID		Company, SSS, LTO, PRC, DFA, Brgy/City Hall, Comelec, PSA, BIR, Philpost		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish the Request Form to Records Unit/ RTOC or Request by email to records @nmis.gov.ph or rtoc.govmail (see table of directory)	1.1 Receive the request or print the letter request send through email and reply	None	15 minutes	<i>Records Officer II Records Unit</i> <i>Designated Records Custodian Regional Technical Operation Center (RTOC)</i>
	1.2. Check/verify and retrieve the requested document if in the custody of Records Unit/RTOC	None	2 working days and 7 hours	<i>Records Officer II Records Unit</i> <i>Designated Records Custodian Regional Technical</i>

				Operation Center (RTOC)
	1.3. Certify the document (if requested only)		30 minutes	Records Officer II Records Unit Designated Records Custodian Regional Technical Operation Center (RTOC)
2. Receive the Certified True Copy document or the copy of document and fill-out Client/ Customer Satisfaction Survey Form and put in the designated drop box	2.1 Release the document and request to fill-out Client/Customer Satisfaction Survey Form	None	15 minutes	Records Officer II Records Unit Designated Records Custodian Regional Technical Operation Center (RTOC)
	Total	None	3 working days	

Central Office

Internal Service

Plant Operation Standard and Monitoring Division

Internal Services

1. Issuance of Meat Inspection Certificate (MIC) Supply for Regional Technical Operation Centers (RTOCs)

The objective of this process is to ensure the availability and timely issuance of MIC supply for RTOCs.

Office or Division:	Plant Operation Standards and Monitoring Division (POSMD)			
Classification:	Complex			
Type of Transaction:	G2G - Government to Government			
Who may avail:	NMIS Regional Technical Operation Centers			
Fees to be Paid:	None			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Request for replenishment of MIC Supply (1 original or electronic copy)		Regional Technical Operation Centers		
2. Updated MIC Utilization Report (1 or electronic copy)		Regional Technical Operation Centers		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits via email a Letter of Request for replenishment of MIC Supply and an updated monthly MIC Utilization Report addressed to the Office of the Executive Director(OED) attention to the POSMD Head.	1.1 Receiving and forwarding of Letter of Request for replenishment of MIC Supply and MIC Utilization Report to POSMD.	None	1 hour	<i>Records Officer II</i> Records Unit
	1.2 Receiving, reviewing and verification of MIC request * If non-compliant with the requirements, inform POSMS Focal Person	None	1 working day	<i>Focal Person for MIC</i> POSMD
	1.3 Processing of MIC Request	None	3 working days	<i>Focal Person for MIC</i> POSMD
	1.4 Approval of MIC Release Order	None	4 hours	<i>POSMD Head</i> POSMD

	1.5 Stock preparation of approved MIC supply	None	2 working days	<i>Focal Person for MIC POSMD</i>
	1.6 For mailed request: Forwarding of requested MIC supply to Records Unit *Regions that usually receive supply via courier: 1, 2, 5, 6, 7, 8, 9, 10, 11, 12, CAR, CARAGA	None	1 hour	<i>Focal Person for MIC POSMD</i>
2. Signs MIC Release Order Form and receives MIC pads requested (For pick-up by RTOC Representative)	2.1 For pick-up: Releasing of requested MIC supply and filing of duplicate copy of MIC Release Form *Regions that usually pick-up MIC supply: 3, 4A, 4B and NCR	None	2 hours	<i>Focal Person for MIC POSMD</i>
TOTAL		None	7 working days	

Laboratory Division

Internal Services

1. Provision of Laboratory Testing for Samples on NMIS Monitoring and Surveillance Programs and support activities with partner institutions

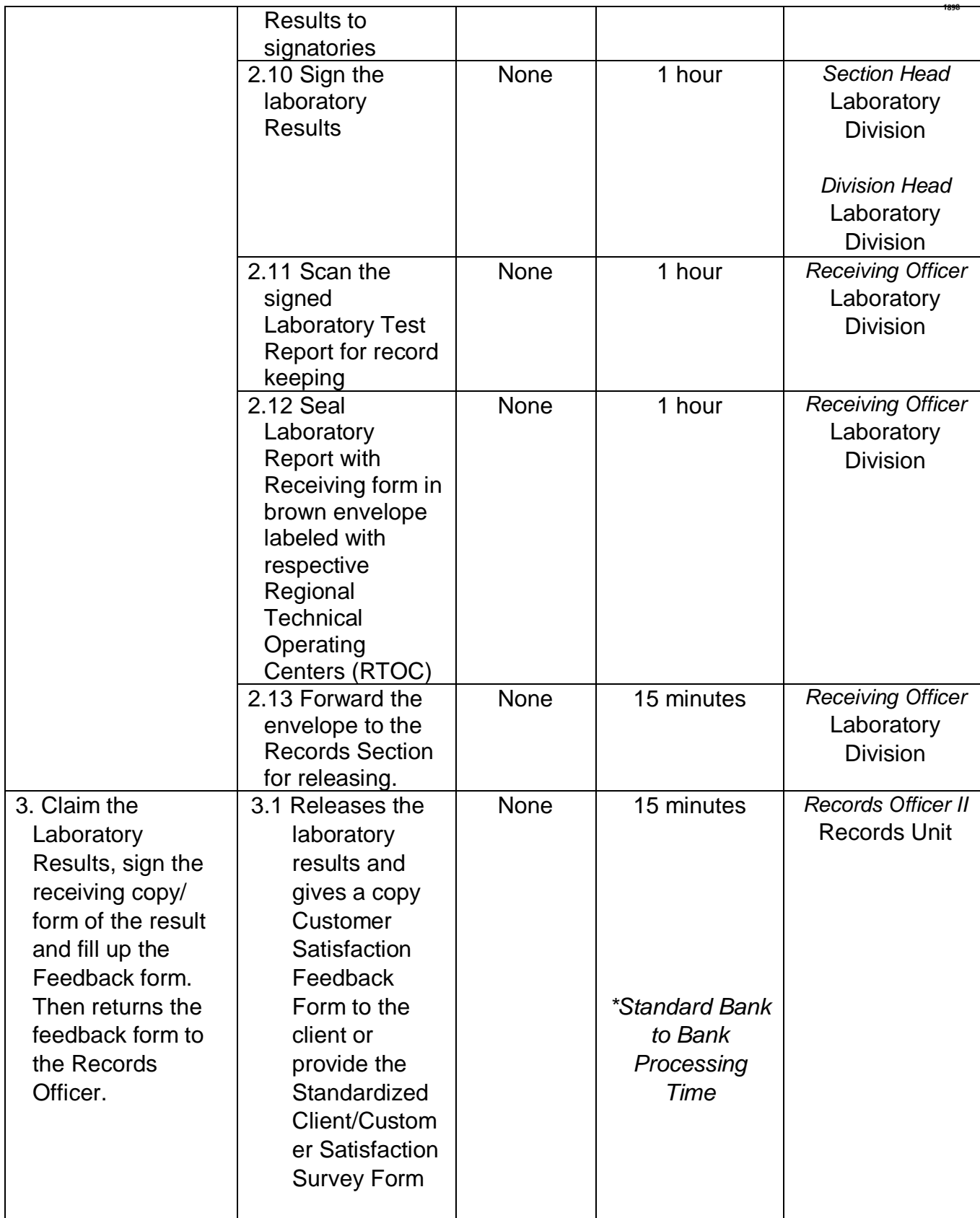
The Laboratory Services Division shall be responsible for the conduct of analytical tests to verify quality, safety, and wholesomeness of meat and meat products at all stages of production, distribution and sale. It shall also be responsible for the accurate interpretation of results and analyses of data resulting from conducted analytical tests.

This procedure covers the activities involved in the provision of laboratory testing services starting from the acceptance of samples for testing, up to releasing of laboratory test reports.

Office or Division:	Laboratory Division
Classification:	Highly Technical
Type of Transaction:	G2G – Government to Government
Who may avail:	Meat Inspection Officers
Fees to be Paid:	None
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
2. Duly Accomplished Laboratory Request Form (1 original copy)	Receiving Area at NMIS Central Meat Laboratory or downloadable at Central Laboratory Request Form (nmis.gov.ph)
10. Samples for Laboratory Test - samples must be hygienically and individually packed, sealed and labeled, and with no unusual odor. Additional Notes: For the Physical Tests , average sample weight must be 250g, minimum. For the Microbiological Tests , average sample weight for meat must be 250g, minimum. And for ceccal content or intact ceccum; average sample weight must be 50g, minimum. Average sample temperature must be 10°C or below For the Parasitological Test , average sample weight must be 250g, minimum.	Client

<p>For the Chemical/Veterinary Drug Residue Test, average sample weight is 250grams excluding fat tissues</p> <p>For the Molecular Biology Test, average sample weight is 5g, minimum</p> <p>For laboratory tests required for the Issuance of Official Meat Inspection Certificate, samples must follow prescribed export guidelines.</p>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits sample at the Receiving area of Central Meat Laboratory, in person or via courier.	1.1 Check the compliance of samples as stated in the requirements. Use the check boxes at the Laboratory Request Form (LRF).	None	15 minutes	Receiving Officer Laboratory Division
	1.2 Provides LRF to the client in person or via email. This form is also downloadable at Central Laboratory Request Form (nmis.gov.ph)	None	1 hour	Receiving Officer Laboratory Division
2. Fill-up and submit LRF at the Receiving area or via email.	2.1 Verify the accomplished LRF	None	15 minutes	Receiving Officer Laboratory Division
	2.2 Assign LD Control Number to the accomplished LRF and record in logbook the	None	1 hour	Receiving Officer Laboratory Division

	details of samples received			
	2.3 Determine the laboratory tests based on the covered Programs.	None	15 minutes	Receiving Officer Laboratory Division
	2.4 A Job Order Form is issued to the responsible section or sections.	None	30 minutes	Receiving Officer Laboratory Division
	2.5 Forward the samples together with the Job Order Form	None	15 minutes	Section Analyst Laboratory Division
	<p>2.6 Testing of samples is conducted in this step by the assigned analyst/analysts.</p> <p><i>*If laboratory tests requested concern different sections, it will be forwarded in the order of which contamination is minimized. Generally, it will be forwarded first to Microbiology, then Chemistry and Biotech.</i></p>	None	See Table Below for processing time of each Laboratory Test	Section Analyst Laboratory Division
	2.7 Verify the validity of results on the tests conducted	None	1 working day	Section Analyst Laboratory Division
	2.8 Print out of Laboratory Results	None	30 minutes	Section Analyst Laboratory Division
	2.9 Forward the printed Laboratory	None	30 minutes	Section Analyst Laboratory Division



	3.2 Secures a signed receiving copy of Laboratory results and Standardized Client/Customer Satisfaction Survey Form	None	10 minutes	Records Officer II Records Unit
		None	2 Days + Processing Time of Laboratory Test Requested	

LABORATORY TEST	FEE	PROCESSING TIME
PHYSICAL TEST		
Organoleptic test	None	2 Days
pH	None	2 Days
MICROBIOLOGICAL TEST		
Standard/Aerobic Plate Count	None	7 Days
Coliform Count	None	10 Days
Salmonella sp.	None	10 Days
Staphylococcus aureus	None	7 Days
E.Coli	None	7 Days
E. coli and E.Coli 0157:H7	None	15 Days
Campylobacter	None	10 Days
Yeast and Molds	None	7 Days
Culture and Sensitivity Test - Gram Positive Test AST	None	16 Days
Culture and Sensitivity Test - Gram Negative Test AST	None	16 Days

PARASITOLOGICAL TEST		
Trichinella spp. Identification	None	3 Days
CHEMICAL/VETERINARY DRUG RESIDUE TEST		
Beta-lactams (Microbial Inhibition Test)	None	5 Days
Tetracyclines (Microbial Inhibition Test)	None	5 Days
Sulfonamides (Microbial Inhibition Test)	None	5 Days
Aminoglycosides (Microbial Inhibition Test)	None	5 Days
Quinolones (Microbial Inhibition Test)	None	5 Days
Macrolides (Microbial Inhibition Test)	None	5 Days
Chloramphenicol (ELISA)	None	6 Days
Nitrofurans AOZ (ELISA)	None	6 Days
Nitrofurans AMOZ (ELISA)	None	6 Days
Olaquinox (ELISA)	None	6 Days
Beta-Agonists (ELISA)	None	6 Days
Stilbenes (ELISA)	None	6 Days
Corticosteroids (ELISA)	None	6 Days
Ractopamine (ELISA)	None	6 Days
MOLECULAR BIOLOGY TEST (<i>Species Identification/DNA Test</i>)		
Goat	None	5 Days
Chicken	None	5 Days
Cattle	None	5 Days
Sheep	None	5 Days
Swine	None	5 Days
Horse	None	5 Days
Buffalo	None	5 Days

Dog	None	5 Days
Cat	None	5 Days

2.Provision of Laboratory Supplies to RTOC Satellite Laboratories

The Laboratory Division shall be responsible for the provision of consumables and other general laboratory supplies needed to conduct analytical tests in the Regional Satellite Laboratories.

This procedure covers the activities involved in the provision of laboratory supplies starting from the acceptance of request letters, up to releasing of supplies.

Office or Division:	Laboratory Division			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	RTOC Satellite Laboratories			
Fees to be Paid:	None			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Signed Request Letter from RTOC, 1 original copy		NMIS RTOC Satellite Laboratory		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sends a Signed Request Letter to Laboratory Division- Central Office via email (labco@nmis.gov.ph) or through Records Section	1.1 Check the laboratory supplies requested.			<i>Receiving Officer</i> Laboratory Division
	1.2 Forwards the Request Letter to the designated Property Custodian.	None	15 minutes	<i>Receiving Officer</i> Laboratory Division
	1.3 Check the stock cards for the availability of requested items.	None	30 minutes	<i>Property Custodian</i> Laboratory Division
	1.4 Consult with Section Heads for the sufficient volume of supplies for Central Meat Laboratory and RTOCs to be released.	None	30 minutes	<i>Property Custodian</i> Laboratory Division

	1.5 Prepares the Requisition Slip and withdraws the supplies from the StockRoom. <i>If the supplies have a temperature requirement for storage and on transit, coolants will also be prepared.</i>	None	1 working day	Property Custodian Laboratory Division
	1.6 Prepares labels with the name, address, and phone number of the recipient.	None	1 hour	Receiving Officer Laboratory Division
	1.7 Coordinate with requesting RTOC for pick-up of requested options at Central Meat Laboratory, if applicable. If delivery is via courier, coordinate with the Records Section for the schedule of transmittal. If required, MSDS and packaging care labels are printed.	None	30 minutes	Receiving Officer Laboratory Division
	1.8 Forwards the requested	None	30 minutes	Receiving Officer Laboratory

	supplies to the Records Section for transmittal.			Division
2. Receipt of Laboratory Supplies and answers the Customer Satisfaction Feedback Form online.	2.1 For pick up, secures the received copy of requisition slip and Customer Satisfaction Feedback Form	None	30 minutes	<i>Receiving Officer</i> Laboratory Division
		None	1 working day and 4 hours	

Planning and Information Management Division – Information Technology

Internal Services

1. Request For ICT Service (ICT Service Desk)

Technical Support request from NMIS employees for ICT Hardware and Software related issues and concerns.

Office or Division	Planning and Information Management Division- Information Technology (PIMD-IT)			
Classification:	Complex, Highly Technical			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	NMIS Employees			
Fees to be Paid:	None			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Any of these could be used by the client: 1. ICT Service Desk Request Form - Online service request (SR) (1 ticket per request) Fully accomplished indicating – Complete details of request 2. Phone calls – the ICT support team will advise the caller to send an e-mail to for ticket creation 3. Verbal Communication from Meetings, Instructions from Process Owners, and Directives from Management – the support team will create a service request.		NMIS Website Service Desk Link /NMIS ICT Office https://www.nmis.gov.ph/other-activities/ict-services or at https://bit.ly/NMISICTSD		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Request (Request may be received in the form of phone call, email, memo or from an employee who expressed the request verbally)	1.1 For call, email, memo or verbal request - receives/or Log Request and acknowledge receipt of the request.	None	30 minutes	Computer Maintenance Technologist I or Information Technology Officer PIMD-IT Unit
	1.2 For Service Desk portal, Receive an automatic e-mail reply from Service Desk acknowledging receipt of the request			
2. Receives acknowledgement	2.1 Gather and verify SR details	None	1 working day	Computer Maintenance

ent of receipt of the request and provides detailed ICT problem/ and service request information	2.2 identify classification and priority of the SR.			Technologist I or Information Technology Officer PIMD-IT Unit
	2.3 Identifies as COMPLEX (e.g. reinstallation of Operating system, system debugging, replacement of minor hardware, etc.)			
	2.4 Perform initial investigation and diagnosis For simple issues, if the ICT request is resolved during the initial diagnosis, update the client of the SR status.			
	2.5 Update client through call or email of actions /status or recommendation of the SR			
3. Accept or acknowledge actions taken	3.1 For complex issues, if there is need for a thorough investigation, perform action and resolution 3.2 If there are parts that are need to be replaced, provide the client the recommendation form. Refer to the Procurement Process.	None	2 working days	Computer Maintenance Technologist I or Information Technology Officer PIMD-IT Unit

	3.3 Complete the Repair and Inspection Report 3.4 Update client through call or email of actions /status or recommendation of the SR			
4. Accept or acknowledge actions taken and/or recommendation and/ or the Repair and Inspection Report (Client Acceptance)	4.1 Perform closure of SR. Log and update the status of request to "closed"	None	30 minutes	Computer Maintenance Technologist I or Information Technology Officer PIMD-IT Unit
5. Accomplish Client Feedback Form online	5.1. Accept and File for reference and service improvement	None	15 minutes	Computer Maintenance Technologist I or Information Technology Officer PIMD-IT Unit
	Total	None	4 days and 45 minutes	

ICT Service Portfolio

Below is the list of ICT services available to internal clients.

Service	Service Definition
Application Installation and Support	End point support, installation, upgrades and troubleshooting associated operating and application software, including user file storage, end-point solutions based on the IT policies. Distribution of software and licenses via media, online methods, and license servers
Installation Computer and Device Support and Backup	Installation and configuration of Desktop PC, Laptop, Kiosk, Mobile Device, Server, Printer, accessibility Resources
Content Management (Website & Social Media)	Management and posting of website and social media contents
Design and Layout	Design and layout of print or web materials based on user requirement
Digital Workflow	Review and analysis of processes for digitalization and systems development
Hardware Break/Fix Support	Troubleshooting and diagnosis of laptop and desktop issues associated with hardware devices / failures.
Logins & Accounts	Add and reset accounts on Webmail, ECS, AIPLIRS, NARIS, Website
Network and Connectivity Services	Local Area Network (LAN) and WIFI design, implementation, support, daily administration and management.
Server Performance Management	Performance Management includes monitoring and notification of servers to ensure continuous IT service including storage and backend technology services
Information System Services (RRR, ECS, NARIS, AIPLIRS,etc)	Advisory services for internal planning related to logical and physical database design projects. Database installation and configuration
ICT Resource Setup	Support and setup of ICT resources for meeting rooms such as audio and video conferencing
ICT Vendor Management	Manage relationship with vendor(s) for hosting, server and network products and related issues

Administrative Division

Internal Services

1. Request for Use of Vehicle or Shuttle Service

This service pertains to transaction or request relative to use of vehicle or shuttle services for business or official travels of NMIS officials and employees.

Office or Division:	Administrative Division			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	NMIS Officials and Employees			
Fees to be Paid:	None			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Any of the following:				
a. Duly accomplished Request for Vehicle Form submitted at least one (1) day, if within Metro Manila, and five (5) days, if outside Metro Manila, before the trip (1 Original Copy)		Administrative Division (AD)		
b. Duly accomplished NMIS Vehicle Reservation Tool (NVRT (1 Electronic Copy)		Online Resource Reservation Request Tool (bit.ly/NMISVRT)		
2. Memorandum Order (M.O.), if trip is outside Metro Manila (1 Photocopy)		AD- Records Section		
3. Authority to Travel, if trip is outside Metro Manila (1 Photocopy)		AD- Human Resource Management Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Request for Vehicle Form (together with the M.O. and Authority to Travel, if applicable) to NMIS Administrative Office or accomplishes a NVRT to	1.1 Receives and evaluates the correctness and completeness of the Request	None	30 minutes	Administrative Officer II Administrative Division (AD)
	1.2 Checks availability of vehicle(s)	None	25 minutes	Supervising Administrative Officer Administrative Division (AD)
	1.3 Approves/ Disapproves Request	None	5 minutes	Chief Administrative Officer Administrative Division (AD)

Online Resource Reservation Request Tool	1.4 Informs the Client if disapproved	None	15 minutes	Supervising Administrative Officer Administrative Division (AD)
	1.5 Gives a duplicate copy of the Approved Request Form if approved	None	20 minutes	Administrative Officer II Administrative Division (AD)
	1.6 Files the original Approved Request Form	None	15 minutes	Administrative Officer II Administrative Division (AD)
	1.7 Gives a duplicate copy of the Approved Request Form if approved	None	15 minutes	Supervising Administrative Officer Administrative Division (AD)
2. Fills out and signs Vehicle Trip Ticket	2.1 Provides Vehicle or Shuttle Service	None	15 minutes	Supervising Administrative Officer Administrative Division (AD)
TOTAL		None	2 hours and 20 minutes	



Administrative Division – Facility Management Office

Internal Services

1. Request for use of SHE Hall, Training and Dormitory Room for Internal/ External Clientele

This service pertains to transaction or request relative to use of SHE Hall, Training Room for official gatherings for External Clientele and Dormitory Room for Internal/External Clientele at the National Meat Inspection Service (NMIS).

Office or Division:	Administrative Division/ Facility Management Office			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government G2C – Government to Citizen			
Who may avail:	All			
Fees to be Paid:	(Type of Facility x # of days)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Any of the following: a. Letter of Request on the use of Dormitory, SHE Hall, and Conference Room (1 Original Copy) b. Accomplished request form (1 Original Copy) c. Duly accomplished NMIS Dormitory Reservation Tool (NDRT) or NMIS Resource Reservation Tool (NRRT) (1 Electronic Copy)		Client Administrative Division/Facility Management Office Online Resource Reservation Request Tool - For Dormitory: (bit.ly/NMISDRT) - For SHE Hall and Conference Room: (http://nmis.live:127/)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Submits Request Form (together with Letter Request, if applicable) to NMIS Administrative Office or accomplishes an NDRT/NRRT to Online Resource Reservation Request Tool	1.1 Receives and evaluates the correctness and completeness of the Request	None	30 minutes	Administrative Division (AD)/Facility Management Office
	1.2. Check availability of the facility	None	30 minutes	Administrative Division (AD)/ Facility Management Office
	1.4 Approves/ Disapproves Request	None	20 minutes	Chief Administrative Officer

1.Submits Request Form (together with Letter Request, if applicable) to NMIS Administrative Office or accomplishes an NDRT/NRRT to Online Resource Reservation Request Tool	Issues Letter of Denial of Request through email/call(for immediate information) if disapproved	None	20 minutes	Facility Management Office/ Administrative Division (AD)
	If approved give a duplicate copy of the Approved Request Form and Training /Dormitory room assignment	None	20 minutes	
	1.4 Files the original copy of the Approved Request Form	None	15 minutes	
3. Use of the Facility	1.1.1Coordinate with the Facility Management Office before and after use 1.2Issued to the concern the statement of account (SOA) immediately after the use of the facility	None	20 minutes	
3. Submits statement of account (SOA) and pays the Facility Fee to the Cashier	3.1Accepts/ receives payment and issues Official Receipt (O.R.)	<i>Refer to the Schedule of fees below</i>	15 minutes	Administrative Division (AD) Cashier Section
5. Presents the O.R	5.1 Accepts for issuance of clearance	None	10 minutes	Cashier Section/ Facility Management Office/ Administrative Division (AD)
TOTAL		Type of Facility x No. of Days	3 hours	

SCHEDULE OF FEES

Facility	Payment fee	Capacity
Salvador H. Escudero III (SHE) Hall (venue only)	PHP40,000.00 per day PHP 5,000.00 per hour PHP 6,000.00 additional Hour	Sitting Minimum - 100pax Maximum - 500pax With Table Minimum - 150pax Maximum - 300pax
Training Room A	PHP10,000.00 per day PHP 1,250.00 per hour PHP 1,500.00 additional Hour	Minimum - 35pax Maximum - 50pax
Training Room B	PHP 8,000.00 per day PHP 1,000.00 per hour PHP 1,200.00 additional Hour	Minimum - 35pax Maximum - 50pax
Training Room C	PHP 5,000.00 per day PHP 625.00 per hour PHP 700.00 additional Hour	Minimum - 20pax Maximum - 35pax

Note: Additional hour is up to 6 PM only

Facility – Dormitory	Payment fee	Condition/ Requirements
NMIS officials and employees	PHP100.00 per person per day/night	Regular occupants - maintain cleanliness and bring their bedding Non -Regular occupants -maintain cleanliness
a. Department of Agriculture (DA) Agency Official or Employees b. Other Government Agency Personnel c. Other Private individuals with referrals	PHP400.00 per person per day/night	Maintain cleanliness, and request clearance from the Security Guard after use



Administrative Division-Human Resource Management Section

Internal Services

1. Issuance of Personnel Related Documents and Identification (ID) Card

To facilitate the timely preparation and issuance of personnel related documents such as Service Record, Certificate of Employment, Certificate of Employment with Compensation, Certificate of Net Take Home Pay, Certificate of Available Leave Credits, Certificate of Last Day in Service, Certificate of No Pending Case, Certificate of Last Salary, Philhealth Certificate of Contribution and issuance of Identification (ID) Card for permanent and contract of service employees for whatever purposes that they may intend.

Office or Division:	Administrative Division – Human Resource Management (HRM) Section			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	NMIS Permanent and Contract of Service Employees			
Fees to be Paid:	None			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Personnel Related Documents:				
1. Duly accomplished HRM Requisition Slip (1 Original/Scanned)		NMIS-Human Resource Management (HRM) Section		
For Issuance of NMIS Identification Card(New/Changes/Corrections/Replacement):				
1. Duly accomplished HRM Requisition Slip (1 original/scanned)		NMIS-Human Resource Management (HRM) Section		
2. ID Information Sheet (1 original/Scanned)		NMIS-Human Resource Management (HRM) Section		
3. Authenticated Copy of Appointment (1 original copy)		NMIS-Human Resource Management (HRM) Section		
4. 2x2 ID picture (1 original copy)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For Personnel Related Documents				
1. Submits requirements	1.1 Receives requirements	None	3 Minutes	Human Resource Management Officer Human Resource Management Section
	1.2 Updates and prints; or prepares/prints the requested document	None	30 Minutes	Human Resource Management Officer Human Resource Management Section

	1.3 Reviews and signs the document	None	5 Minutes	Human Resource Management Officer Human Resource Management Section
2. Receives Service Record/Certificate of Employment	2.1 Issues the requested document	None	3 Minutes	Human Resource Management Officer Human Resource Management Section
	TOTAL:	None	41 Minutes	
For Issuance of NMIS ID Card (New/Changes/Corrections/Replacement)				
1. Fills-out HRM Requisition Slip and ID Information Sheet	1.1 Receives duly accomplished and signed HRM Requisition Slip and ID Information Sheet	None	10 minutes	Human Resource Management Officer Human Resource Management Section
	1.2 Prepares/ Edits/Uploads entries of information in Employees' Record	None	30 minutes	Human Resource Management Officer Human Resource Management Section
	1.3 Prints ID	None	15 minutes	Human Resource Management Officer Human Resource Management Section
2. Receives ID	2. Releases ID	None	5 minutes	Human Resource Management Officer Human Resource Management Section
	TOTAL:	None	50 minutes	

2. Processing of Application for Leave

NMIS employees are entitled to avail of the different types of leave such as vacation leave, sick leave, and special leave.

Office or Division:	Administrative Division – Human Resource Management (HRM) Section			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All NMIS employees			
Fees to be Paid:	None			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application for Leave (CS Form 6 Revised 1998 (1 original/scanned))		Administrative Division – Human Resource Management (HRM) Section		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Application for Leave	1.1 Receives duly accomplished and signed Application for Leave form	None	5 minutes	Human Resource Management Officer Human Resource Management Section
	1.2 Checks the employee's leave credits balance in the Leave Card	None	10 minutes	Human Resource Management Officer Human Resource Management Section
	1.3 Certifies leave credit balance and signs the Application for Leave form	None	5 minutes	Human Resource Management Officer Human Resource Management Section
	1.4 Approves the Application for Leave If the requesting party is a Regional Technical Director/Division/Section/Unit Head, forward to Office of the	None	1 working day	Human Resource Management Officer Human Resource Management Section

	Executive Director (OED)			
	<p>1.4 Approves the Application for Leave</p> <p>If the requesting party is a Regional Technical Director/Division/Section/Unit Head, forward to Office of the Executive Director (OED)</p>	None		<p><i>Human Resource Management Officer</i> Human Resource Management Section</p>
	1.5 If rank and file, forward to Office of the Deputy Executive Director (ODED)	None		<p><i>Human Resource Management Officer</i> Human Resource Management Section</p>
2. Receives copy of approved Application for Leave	2. Provides copy of approved application for leave to employee concerned	None	5 minutes	<p><i>Human Resource Management Officer</i> Human Resource Management Section</p>
	TOTAL:	None	1 working day and 25 minutes	

2. Processing of Authority To Travel by Air

The procedure is to document the process and controls to ensure the effective and timely processing of Authority to Travel by Air of all officers and employees.

Office or Division:	Administrative Division – Human Resource Management (HRM) Section			
Classification:	Simple			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	All NMIS employees			
Fees to be Paid:	None			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Copy of Approved Memorandum/Notice of Meeting/Letter of Invitation (1 photocopy/scanned)		Client		
2. Program of Activities (if applicable) (1 photocopy/scanned)		Inviting Party/Agency		
3. If the request is submitted less than five (5) days prior to the date of travel- a Justification Letter shall be attached to the Authority to Travel form (1 original/scanned)		Client		
4. In case of rebooking, a Justification Letter shall be submitted for approval (1 original/scanned)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the document to the Planning and Information Management Division (PIMD) five (5) days before the actual date of travel	1.1 Receives the duly accomplished Authority to Travel form and review according to agency's mandates and programs <i>If approved, proceed to next step</i>	None	30 minutes	<i>Division Chief</i> Planning and Information Management Division (PIMD)

	1.2 After review, assigns a corresponding Control Number and prepare Ticket Purchase Request for processing	None	1 hour	Human Resource Management Officer Human Resource Management Section
	1.3.If the requesting party is a Regional Technical Director/Division/Section/Unit Head, forward to Office of the Executive Director (OED) If rank and file, forward to Office of the Deputy Executive Director (ODED)	None		Human Resource Management Officer Human Resource Management Section
	1.4 Signature of the Approving Authority	None	1 working day	Executive Director Office of the Executive Director Or Deputy Executive Director Office of the Deputy Executive Director
	1.5 Online booking/rebooking and purchase of e-ticket/s	None	1 hour	Human Resource Management Officer Human Resource Management Section
2. Receives the document	2. Releases the Authority to Travel and copy of plane e-ticket/s	None	1 hour	Human Resource Management Officer Human Resource Management Section
	TOTAL:	None	1 working day, 3 hours and 30 minutes	

3. Processing of Authority To Travel by Land and/or Sea

The procedure is to document the process and controls to ensure the effective and timely processing of Authority to Travel by Land and/or Sea of all officers and employees.

Office or Division:	Administrative Division			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All officers and employees with official transactions			
Fees to be Paid:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Copy of Approved Memorandum/Notice of Meeting/ Letter of Invitation (1 photocopy/scanned)		Client		
2. Program of Activities (if applicable) (1 photocopy/scanned)		Client		
3. If the request is submitted less than five (5) days prior to the date of travel, a Justification Letter shall be attached to the Authority to Travel form (1 original/scanned)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the document to the Planning and Information Management Division (PIMD) five (5) days before the actual date of travel	1.1 Receives the duly accomplished Authority to Travel form and review according to agency's mandates and programs If approved, proceed to next step	None	1 hour	<i>Division Chief</i> Planning and Information Management Division (PIMD)
	1.2 After review, assigns a corresponding Control Number for processing	None	1 hour	<i>Human Resource Management Officer</i> Human Resource Management Section

	<p>1.3 If the requesting party is a Regional Technical Director/Division/Section/Unit Head, forward to Office of the Executive Director (OED)</p> <p>If rank and file, forward to Office of the Deputy Executive Director (ODED)</p>			<p><i>Human Resource Management Officer</i> Human Resource Management Section</p>
	<p>1.3 If the requesting party is a Regional Technical Director/Division/Section/Unit Head, forward to Office of the Executive Director (OED)</p> <p>If rank and file, forward to Office of the Deputy Executive Director (ODED)</p>	None		<p><i>Human Resource Management Officer</i> Human Resource Management Section</p>
	1.5 Signature of the Approving Authority	None	1 working day	<p><i>Executive Director</i> Office of the Executive Director</p> <p>or</p> <p><i>Deputy Executive Director</i> Office of the Deputy Executive Director</p>
2.Receives the document	2. Releases the Authority to Travel	None	1 hour	<p><i>Human Resource Management Officer</i> Human Resource Management Section</p>
	TOTAL:	None	1 working day and 3 hours	

4. Processing of Clearance

This covers the process on securing clearance of an employee who are retiring, being separated, transferring to another place of assignment, leaving the Philippines and going on maternity leave of absence.

Office or Division:	Administrative Division – Human Resource Management (HRM) Section			
Classification:	Complex			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All NMIS employees			
Fees to be Paid:	None			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Clearance Form (NMIS-AD-HRM-F-013) (4 original/scanned)		Administrative Division – Human Resource Management (HRM) Section		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Clearance Form in quadruplicate	1.1 Receives duly accomplished Clearance form	None	5 minutes	Human Resource Management Officer Human Resource Management Section
	1.2 Clearance for Signature of the officers concerned	None	5 working days	Human Resource Management Officer Human Resource Management Section
2. Receives copy of approved Clearance Form	2. Provides copy of approved Clearance Form	None	5 minutes	Human Resource Management Officer Human Resource Management Section
	TOTAL:	None	5 working days, 10 minutes	

5. Processing of Payroll

This is to document the process and controls to ensure the effective and timely processing of payroll.

Office or Division:		Administrative Division – Human Resource Management (HRM) Section		
Classification:		Complex		
Type of Transaction:		G2G - Government to Government		
Who may avail:		All NMIS employees		
Fees to be Paid:		None		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly Accomplished and Signed Daily Time Record (DTR) (2 original)		Administrative Division – Human Resource Management (HRM) Section		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Daily Time Record (DTR)	1.1 Receives duly accomplished and signed DTR	None	5 minutes	Human Resource Management Officer Human Resource Management Section
	1.2 Evaluates the documents and prepares payroll	None	1 working day	Human Resource Management Officer Human Resource Management Section
	1.3 Input deductions (personal share, loan payments, tax, absences)			Human Resource Management Officer Human Resource Management Section
	1.4 Printing of draft payroll to be forwarded to Accounting Section			Human Resource Management Officer Human Resource Management Section

1.5 Conducts check and balance and prepare summary of computation	None	4 hours	<i>Accounting Analyst I</i> Accounting Section
1.6 Finalization of Payroll and other Financial Forms	None	4 hours	<i>Human Resource Management Officer</i> Human Resource Management Section
1.7 Input net amount using the Landbank ATM Financial Data Entry System (FinDes) software			
1.8 Affix initial on the payroll after being checked and reviewed	None	1 hour	<i>Human Resource Management Officer</i> Human Resource Management Section
1.9 Payroll to be forwarded to the Authorized Signatories for approval	None	15 minutes	<i>Human Resource Management Officer</i> Human Resource Management Section
1.10 Signature and approval of the Authorized Signatories	None	4 hours	<i>Chief Administrative Officer</i> Administrative Division
1.11 Approved payroll to be forwarded to the Cashier Section			<i>Records Officer II</i> Records Unit <i>Budget Officer III</i> Budget Office <i>Accountant III</i> Accounting Section <i>Executive Director</i> Office of the Executive Director

	1.12 Prepares the ADA-LDDAP for signature and approval of the Authorized Signatories	None	1 hour	<i>Administrative Officer V</i> Cashier Section
	1.13 ADA-LDDAP for approval	None	4 hours	<i>Accountant III</i> Accounting Section <i>Executive Director</i> Office of the Executive Director
2. Receives the salary thru Landbank Automated Teller Machine (ATM)	2.1 Submission of ADA-LDDAP to Landbank	None	1 working day	<i>Administrative Officer V</i> Cashier Section
	2.2 Landbank to credit the net amount to the ATM of the employee concerned	None		<i>Landbank Officer</i> Landbank of the Philippines
	TOTAL:	None	4 working days, 2 hours and 20 minutes	



Administrative Division- Records Unit

Internal Services

1. Issuance of Certified Copy of NMIS Documents/ Request for Document Retrieval

This service pertains to the client's acquisition of an Authentication or Certified Copy of documents in the custody of NMIS Records Unit or Regional Technical Operation Center.

Office or Division:	Administrative Division – Records Unit			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government			
Who may avail:	All			
Fees to be Paid:	None			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
4. Request Form – (One (1) copy) or Request Letter – (One (1) copy)		NMIS-Records Unit Client		
5. Authorization Letter – (one (1) copy, for external client only)		Client		
6. Valid Identification Card (ID) – to be presented by external client only a. one (1) photocopy for client, and/or b. one (1) photocopy for authorized representative **Company ID, SSS ID, Driver's License, PRC ID, Passport, Senior Citizen ID, Voter's ID, Phil. ID, TIN ID, Postal ID		Company, SSS, LTO, PRC, DFA, Brgy/City Hall, Comelec, PSA, BIR, Philpost		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish the Request Form to Records Unit/ RTOC or Request by email to records @nmis.gov.ph or rtoc govmail (see table of directory)	1.1 Receive the request or print the letter request send through email and reply	None	15 minutes	<i>Records Officer II Records Unit</i> <i>Designated Records Custodian Regional Technical Operation Center (RTOC)</i>
	1.2. Check/verify and retrieve the requested document if in the custody of Records Unit/RTOC	None	2 working days and 7 hours	<i>Records Officer II Records Unit</i> <i>Designated Records Custodian</i>

				Regional Technical Operation Center (RTOC)
	1.3. Certify the document (if requested only)		30 minutes	<i>Records Officer II Records Unit</i> <i>Designated Records Custodian Regional Technical Operation Center (RTOC)</i>
2. Receive the Certified True Copy document or the copy of document and fill-out Client/ Customer Satisfaction Survey Form and put in the designated drop box	2.1 Release the document and request to fill-out Client/Customer Satisfaction Survey Form	None	15 minutes	<i>Records Officer II Records Unit</i> <i>Designated Records Custodian Regional Technical Operation Center (RTOC)</i>
	Total	None	3 working days	

2. Request for Mailing/Courier Service

This service provides the officials/employees to transport their requested documents, parcels and cargoes from Central Office – Records Unit going to concern Regional Technical Operation Centers (RTOCs) and other recipients/destinations, and vice versa through courier service.

Office or Division:	Administrative Division – Records Unit			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government			
Who may avail:	NMIS officers/employees			
Fees to be paid:	None			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Form – One (1) copy		NMIS-Records Unit		
2. Document/items for mailing		NMIS-Officials/employees		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Fill-out Request Form and/or bring the document/item to Records Unit or RTOC	1.1 Receive the request/item	None	20 working days	Records Officer II Records Unit Designated Admin. Officer Regional Technical Operation Center (RTOC)
	1.2 Check/verify and inspect the item (document/parcel/cargo)	None		
	1.3 Accept the item for mailing if correct and complete	None		
	1.4 Prepare mailing transmittal, packing and labeling.	None		
	1.5 Coordinate with the courier service for booking/schedule pick-up of item or to bring the item at the nearest courier hub/outlet or Phil. Postal Office	None		
	1.6 Release the item to courier service representative and receive the Waybill or Official Receipt issued by courier	None		

	service provider upon payment of the current mailing service fee			
	1.7 Monitor/track and inform requesting official/employees on the status of delivery and receipt of the items, parcels or cargoes.	None		
	Total	None	20 working days	



Office of the Executive Director - Bids and Awards Committee Office

Internal Services

1. Procurement of Goods and Services, Infrastructure and Consulting Services through Public Bidding

This procedure provides for an effective flow and processing of purchases done through public or competitive bidding. This procedure applies to all purchases prescribing the necessary rules and regulations for the modernization, standardization, and regulation of procurement activities of NMIS. It is the policy of NMIS to ensure an efficient and effective procurement system and to strictly comply with the provisions of the Revised IRR of RA 9184.

Office or Division:	Office of the Executive Director (OED) - Bids and Awards Committee (BAC)			
Classification:	Highly Technical (Under Special Law)			
Type of Transaction:	G2G - Government to Government			
Who may avail:	End-user (Staff/Unit/Office)			
Fees to be Paid:	None			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Purchase Request with Technical Specifications (1 original copy)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
One Million Pesos (1,000,000.00) above				
1. Submit duly accomplished Purchase Request (PR) by the End-user to Property Unit	1.1 Receive and number the PR then forward to BAC	None	30 minutes	Supply Officer Property Unit
	1.2 Review and initial the PR by BAC Secretariat in accordance to APP and forward to Budget	None	30 minutes	Head of BAC Secretariat Bids and Awards Committee (BAC)
	1.3 Review and initial for funding by Budget Section and forward to OED	None	1 hour	Budget Officer III Budget Section
	1.4 Approve/ Disapprove the PR and return to Property Unit	None	1 hour	Executive Director Office of the Executive Director

2. Submit Approved PR to BAC	2.1 Receive Approved PR with complete and final specifications	None	30 minutes	Head of BAC Secretariat Bids and Awards Committee (BAC)
	2.2 Prepare Bid Documents and notify the BAC/End-user/ Finance on the schedule of pre-procurement conference.	None	3 working days	Head of BAC Secretariat Bids and Awards Committee (BAC)
3. Attend pre-procurement conference	3.1 Pre-procurement Conference	None	1 working day	BAC Members, Secretariats, and Finance Division Representative Bids and Awards Committee (BAC)
	3.2 Prepare the final Bid Documents and Post the Invitation to Bid (IB) to PhilGEPS, NMIS Website and conspicuous places	None	1 working day	Head of BAC Secretariat Bids and Awards Committee (BAC)
4. Attend Pre-bidding Conference	4.1 Pre-bidding Conference	None	3 hours	BAC Members, BAC Secretariats Bids and Awards Committee (BAC)
	4.2 Issue and post at PhilGEPS and NMIS website supplemental	None	1 working day	Head of BAC Secretariat Bids and Awards

	bid bulletin when necessary			Committee (BAC)
	4.3. The BAC shall issue the bidding documents to any prospective bidder upon payment of the standard rate of the bidding documents	None	15 minutes	Head of BAC Secretariat Bids and Awards Committee (BAC)
	4.4 Receive sealed Bids Envelope from participating bidder, and indicate the time and date of submission	None	15 minutes	Head of BAC Secretariat Bids and Awards Committee (BAC)
5. Attend opening of Bids	5.1 Opening of Bids	None	1 working day	BAC Members, BAC Secretariat, Technical Working Group Bids and Awards Committee (BAC)
	5.2 Conducts detailed Evaluation	None	7 calendar days	BAC Members & TWG Members Bids and Awards Committee (BAC)
	5.3 Issue Post-Qualification/ Disqualification Notice	None	2 working days	Head of BAC Secretariat Bids and Awards Committee (BAC)
	5.4 Prepare BAC Resolution and Notice of Award	None	2 hours	Head of BAC Secretariat & BAC Members Bids and Awards

				<p>Committee (BAC)</p> <p><i>Executive Director</i> Office of the Executive Director</p>
	<p>5.5 Approve and sign the BAC Resolution.</p> <p><i>Note: The NOA is accompanied by the BAC endorsed Resolution Recommending Award of Contract</i></p>	None	2 working days	<p><i>BAC Members</i> Bids and Awards Committee (BAC)</p> <p><i>Executive Director</i> Office of the Executive Director</p>
	<p>5.6 Issue the NOA to the winning bidder to sign and conforme, post-performance security</p> <p><i>Note: Performance security within ten (10) calendar days from the date of its receipt of the NOA pursuant to Sec. 37.2 of the IRR of RA 9184</i></p>	None	2 working days	<p><i>Head of BAC Secretariat</i> Bids and Awards Committee (BAC)</p>
	5.7 Prepare/review of Contract/ Purchase Order & Obligation Request	None	3 working days	<p><i>Chief Administrative Officer/Supervising Administrative Officer/ Supply Officer</i> Administrative Division</p>

6. Sign Obligation Request	6.1 Budget Officer shall obligate funds	None	1 working day	Budget Officer III Budget Section
	6.2 The Chief Accountant shall certify funds availability and HoPE shall approve the Contract/ Purchase Order/Notice to Proceed	None	2 working days	Accountant III Accounting Section Executive Director Office of the Executive Director
	6.3 Issuance of Contract/Purchase Order/ Notice to Proceed	None	2 working days	Supply Officer Property Unit BAC Secretariat Bids and Awards Committee (BAC)
7. Receive items delivered and request for inspection	7.1 Inspector verifies completeness and correctness of delivery.	None	1 working day	Supply Officer/Property Inspector Property Unit
	TOTAL:	None	29 working days, 6 hours	

Note:

- As provided in Section 17.4 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act 9184
- The above processing time are not similar to the mandatory timelines set by the RA IRR 9184 - Annex C

2. Procurement of Goods and Services, Infrastructure and Consulting Services through Small Value Procurement and Shopping Under Section 52.1(B)

This procedure provides for an effective flow and processing of purchases done through Small Value Procurement, and Shopping under Section 52.1(b). This procedure applies to all purchases prescribing the necessary rules and regulations for the modernization, standardization, and regulation of procurement activities of NMIS. It is the policy of NMIS to ensure an efficient and effective procurement system and to strictly comply with the provisions of the Revised IRR of RA 9184.

Office or Division:		Office of the Executive Director (OED) - Bids and Awards Committee (BAC)		
Classification:		Highly Technical (Under Special Law)		
Type of Transaction:		G2G - Government to Government		
Who may avail:		End-user (Staff/Unit/Office)		
Fees to be Paid:		None		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Purchase Request with Technical Specifications (1 original)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>Fifty Thousand (Php50,000.00) above to One Million Pesos (Php1,000,000.00) below</i>				
1. Submit duly accomplished Purchase Request (PR) to Property Unit by the End-user	1.1 Receive and number the PR then forward to BAC	None	30 minutes	Supply Officer Property Unit
	1.2 Review and initial the PR by BAC Secretariat In accordance to APP and forward to Budget	None	30 minutes	Head of BAC Secretariat Bids and Awards Committee (BAC)
	1.3 Review and initial for funding by Budget Section and forward to OED	None	1 hour	Budget Officer III Budget Section

	1.4 Approve/ Disapprove the PR and return to Property Unit	None	1 hour	<i>Executive Director</i> Office of the Executive Director
2. Submit Approved PR to BAC by Property Unit	2.1 Receive the Approved PR	None	10 minutes	<i>Head of BAC Secretariat</i> Bids and Awards Committee (BAC)
	2.2 Post Request for Quotation (RFQ) at PhilGEPS, NMIS website and conspicuo us places for at least three (3) calendar days	None	2 hours	<i>Head of BAC Secretariat</i> Bids and Awards Committee (BAC)
	2.3 Send and secure quotations from at least 3 suppliers and send through email	None	1 hour	<i>Head of BAC Secretariat</i> Bids and Awards Committee (BAC)
	2.4 Receive sealed Bid and call for the opening of bid	None	15 minutes	<i>Head of BAC Secretariat</i> Bids and Awards Committee (BAC)
	2.5 Opening and review submitted Quotation	None	2 hours	<i>BAC Members</i> Bids and Awards Committee (BAC)
	2.6 Prepare Abstract of Quotation	None	1 working day	<i>Head of BAC Secretariat & BAC Members</i>

	and evaluate the lowest calculated bidder			Bids and Awards Committee (BAC)
3. Vet for compliance to technical specifications of the bids	3.1 Validate legal, technical and financial documents	None	3 working days	<i>BAC Members</i> Bids and Awards Committee (BAC)
	3.2 Prepare Resolution & Notice of Award	None	2 hours	<i>Head of BAC Secretariat</i> Bids and Awards Committee (BAC)
	3.3 Approve and sign the BAC Resolution Note: <i>The NOA is accompanied by the BAC endorsed Resolution Recommending Award of Contract</i>	None	1 day	<i>BAC Members</i> Bids and Awards Committee (BAC) <i>Executive Director</i> Office of the Executive Director
	3.4 Issue approved NOA to the winning bidder to sign and conforme, post-performance security depending on the nature of the procurement project	None	2 working days	<i>Head of BAC Secretariat</i> Bids and Awards Committee (BAC)

	3.5 Prepare/ review of Contract/ Purchase Order and Obligation Request	None	3 working days	Chief Administrative Officer/Supervising Administrative Officer/ Supply Officer Administrative Division
4. Sign Obligation Request	4.1 Budget Officer shall obligate funds	None	1 working day	Budget Officer III Budget Section
	4.2 The Chief Accountant shall certify funds availability and HoPE shall approve the Contract/ Purchase Order/Notice to Proceed	None	2 working days	Accountant III Accounting Section Executive Director Office of the Executive Director
	4.3 Issuance of Contract/Pur chase Order/ Notice to Proceed	None	2 working days	Supply Officer Property Unit BAC Secretariat Bids and Awards Committee (BAC)
5. Receive items delivered and request for inspection	5.1 Inspector verifies completeness and correctness of delivery.	None	1 working day	Supply Officer/Property Inspector Property Unit
	TOTAL:	None	16 days, 10 hours and 25 minutes	

Finance Division

Internal Services

1. Processing of Claims of Employees

The Finance Division validates, evaluates, processes and approves payments due to employees and reimbursement of expenses incurred while on official business. Starts from the receipt of Disbursement Voucher (DV), Obligation Request and Status (ORS) and supporting documents up to the preparation of List of Due and Demandable Accounts Payable – Advice to Debit Account (LDDAP-ADA) for submission to the servicing.

Office or Division:	Finance Division		
Classification:	Complex		
Type of Transaction:	G2G - Government to Government		
Who may avail:	NMIS Employees		
Fees to be Paid:	None		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Travelling Expenses - Local Travel - whether reimbursement or liquidation of Cash advance			
1. Obligation Request Status (ORS)		Budget Section	
2. Disbursement Voucher (Box A, Originally Signed		Accounting Section	
3. Original/Certified True Copy Approved Travel Order (TO)		Administrative Division	
4. Approved Itinerary of Travel		Accounting Section	
5. Certificate of Travel Completed		Accounting Section	
6. Certificate of Appearance/Attendance		Client	
7. Plane Ticket and Boarding Pass (If Applicable)		Client	
8. If the employee paid for his/her ticket, also attach the Official Receipt for the payment of the ticket		Client	
9. Post Travel Report Stamped (signed by Claimant & Immediate Supervisor) by the concerned office		Client	
10. Official Receipts (for transportation such as taxi, bus, and accommodation, etc.)		Client	
11. Certificate of Expenses Not Requiring Receipts (if applicable)		Accounting Section	
12. Original/Certified True Copy Accomplished Driver's Trip Ticket		Administrative Division	
Travelling Expenses- Foreign Travel			
1. Obligation Request Status (ORS)		Budget Section	
2. Disbursement Voucher (Box A, Originally Signed		Accounting Section	

3. Original/Certified True Copy Approved Travel Order (TO)	Administrative Division
4. Travel Authority (TA)	Accounting Section
5. Approved Itinerary of Travel	Accounting Section
6. Certificate of Travel Completed	Client
7. Certificate of Appearance/Attendance	Client
8. Plane Ticket and Boarding Pass (If Applicable) <ul style="list-style-type: none"> If the employee paid for his/her ticket, also attach the Official Receipt for the payment of the ticket 	Client
9. Post Travel Report Stamped (signed by Claimant & Immediate Supervisor) by the concerned office	Client
10. Official Receipts (for transportation such as taxi, bus, and accommodation, etc.)	Client
11. Certificate of Expenses Not Requiring Receipts (if applicable)	Accounting Section
12. Letter of Invitation of Host/Sponsoring country/ agency/ organization	Client
13. Copy of the United Nations Development Programme (UNDP) rate for the daily subsistence allowance (DSA) for the country destination for the computation of DSA to be claimed	Client
14. Document showing dollar to peso exchange rate at period of travel	Client
15. Where applicable, authority from the Office of the President to claim representation expenses	Client
16. In case of seminars and trainings <ul style="list-style-type: none"> a. Invitation addressed to the agency inviting participants (issued by the foreign country) b. Acceptance of nominees as participants (issued by foreign country) c. Programme Agenda and Logistics Information 	Client

1890

Overtime Payment (for Overtime charge to the Meat Establishment (ME) or Meat Processing Plant (MPP)) (refer to Department Circular No. 10 Series of 2020 for the detailed Guidelines on Claims of Overtime due form the ME/MPP)				
1. Disbursement Voucher (Box A, Originally Signed)		Accounting Section		
2. Request to render Overtime from MEs or MPP		Client		
3. Approved Authority to render overtime		Client		
4. Overtime Work Plan		Client		
5. CTC of Meat Plant Log Book/ Daily Time Record or any record to show proof of rendered overtime work in the (ME/MPP)		Client		
6. Certified True Copy of Statement of Account from NMIS		Concerned RTOC Special Collecting Officer		
7. Certified True Copy Official Receipt of Remittance of Overtime from ME/MPP		Concerned RTOC Special Collecting Officer		
8. Certified True Copy Clear Validated Deposit Slip to NMIS Trust account		Concerned RTOC Special Collecting Officer		
Reimbursement				
1. Obligations Request Status		Budget Section		
2. Disbursement Voucher (Box A, Originally Signed)		Accounting Section		
3. Approved Purchase Request		Property Unit		
4. Canvass from at least three suppliers for purchases involving ₱1,000.00 and above		Property Unit		
5. Official receipt in the name of NMIS		Client		
6. Inspection and Acceptance Report (where ever applicable)		Property Unit		
7. In case of Notarial expenses, attach the photocopy of notarized document		Client		
8. In case of Meeting, attached Notice of Meeting and Original Attendance Sheet		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit claims with supporting	1.1 Numbering of Disbursement Voucher	None	15 minutes	<i>Records Officer II</i> Records Unit

documents together with ORS and DV	1.2 Receive ORS and supporting documents.	None	30 minutes	<i>Budget Officer I</i> Budget Section
	1.3 Review allotment availability and process the documents.	None	3 hours	<i>Budget Officer I</i> Budget Section
	1.4 Obligate amount, post ORS in the Registry of allotment (RAO) and assign ORS number.	None	3 hours	<i>Budget Officer I</i> Budget Section
	1.5 Certify availability of allotment and sign Box B of ORS.	None	1 hour	<i>Budget Officer III</i> Budget Section
	1.6 Forward all the documents to the Accounting Section	None	30 minutes	<i>Budget Officer I</i> Budget Section
	1.7 Receive documents for processing.	None	30 minutes	<i>Accounting Analyst</i> Accounting Section
	1.8 Evaluate validity of the claim, accuracy of amount and completeness of supporting documents.	None	5 hours	<i>Accounting Analyst</i> Accounting Section
	1.9 Record transaction into individual index card and prepare	None	2 hours	<i>Senior Bookkeeper</i> Accounting Section

	Tax Certificate.			
	1.10 Sign Box C of DV as to cash availability and completeness of supporting documents.	None	3 hours	<i>Accountant III</i> Accounting Section
	1.11 Forward DV and other supporting documents to the Office of the Executive Director (OED)/Office of the Deputy Executive Director (ODED).	None	30 minutes	<i>Accounting Analyst</i> Accounting Section
	1.12 Sign Box D of DV as to approval of payment for the claim.	None	1 hour	<i>Executive Director</i> Office of the Executive Director
	1.13 Forward DV and supporting documents to the Cashier Section.	None	30 minutes	<i>Administrative Assistant III</i> Office of the Executive Director
	1.14 Received Voucher from the OED/ODED	None	30 minutes	<i>Disbursing Officer</i> Cashier Section
	1.15 Verify DV for payment of LDDAP-ADA.	None	1 hour	<i>Disbursing Officer</i> Cashier Section
	1.16 Prepare LDDAP-ADA.	None	2 hours	<i>Head, Cashier</i> Cashier Section
	1.17 Forward documents to OED/ODED	None	1 hour	<i>Disbursing Officer</i> Cashier Section

	for recommendat ion of payment and review and sign.			
	1.17 Certify correctness of the LDDAP-ADA and submit to servicing bank.	None	30 minutes	<i>Head, Cashier Cashier Section</i>
	1.18 Approved and sign LDDAP-ADA review and sign the check and ACIC.	None	30 minutes	<i>Deputy Executive Director Office of the Deputy Executive Director Executive Director Office of the Executive Director</i>
	1.19 Prepare Financial Data Entry System (FinDES)	None	1 hour	<i>Disbursing Officer Cashier Section</i>
	1.20 Sign the LDDAP-ADA and FinDES	None	30 minutes	<i>Head, Cashier Cashier Section</i>
	1.21 Submits to servicing bank the LDDAP-ADA and FinDES printout and soft copies. Crediting of payment shall effect not earlier than 1 banking day.	None	30 minutes	<i>Head, Cashier Cashier Section</i>
	TOTAL:	None	3 working days, 4 hours and 30 minutes	



Regional Technical Operation Centers

External Services

Laboratory Services

External Services

1. Provision of Laboratory Testing to Walk-in Clients (at Regional Satellite Laboratories)

The Laboratory Section of Regional Satellite Laboratories shall be responsible for the conduct of analytical tests to verify quality, safety, and wholesomeness of meat and meat products at all stages of production, distribution and sale. It shall also be responsible for the accurate interpretation of results and analyses of data resulting from conducted analytical tests.

This procedure covers the activities involved in the provision of laboratory testing services starting from the acceptance of samples for testing, up to releasing of laboratory test reports.

Office or Division:	Regional Satellite Laboratories
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizens G2B – Government to Business G2G – Government to Government
Who may avail:	All
Fees to be Paid:	(Laboratory Test Requested x No. of Samples)
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Duly Accomplished Laboratory Request Form (1 original copy)	Receiving Area at RTOC Office Also downloadable at Application Form (nmis.gov.ph)
2. Official Receipt of Paid Laboratory Test Fees (1 original copy)	Special Collecting Officer NMIS-Regional Technical Operation Center
3. Samples for Laboratory Test - samples must be hygienically and individually packed, sealed and labeled, and with no unusual odor. Additional Notes: For the Physical Tests , average sample weight must be 250g, minimum. For the Microbiological Tests , average sample weight for meat must be 250g, minimum. And for cecal content or intact cecum; average sample weight must be 50g, minimum. Average sample temperature must be 10°C or below	Client

<p>For the Parasitological Test, average sample weight must be 250g, minimum.</p> <p>For the Chemical/Veterinary Drug Residue Test, average sample weight is 250 grams excluding fat tissues</p> <p>For the Molecular Biology Test, average sample weight is 5g, minimum</p> <p>For laboratory tests required for the Issuance of Official Meat Inspection Certificate, samples must follow prescribed export guidelines.</p>					
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME		PERSON RESPONSIBLE
1. Submits sample at the Receiving area of RTOC Office	1.1 Provides Laboratory Request Form (LRF) to the client. Also Downloadable at Application Form (nmis.gov.ph)	None	15 minutes		Receiving Officer/Laboratory Analyst Regional Technical Operation Center
	1.2 Assess the compliance of samples	None	1 hour		Receiving Officer/Laboratory Analyst Regional Technical Operation Center
2. Fill-up and submit LRF at the Receiving area	2.1 Verify the accomplished LRF	None	15 minutes		Receiving Officer/Laboratory Analyst Regional Technical Operation Center
	2.2 Issues an Order of	Laboratory Test Fee:	30 minutes		Receiving Officer/Laboratory Analyst

	Payment (OP). Include mailing fee, if applicable.	<i>Refer to Table of Laboratory Tests and their corresponding fees.</i>			Regional Technical Operation Center
3. Submit payment of laboratory fees in RTOC Office <i>*If laboratory fees are paid via Landbank Epayment Portal, go to https://www.lbp-eservices.com/egps/portal/Merchants.jsp. Then choose National Meat Inspection Service for Merchant and Laboratory fees for transaction Type. And select the payment option. Submit a copy of the transaction with reference number.</i>	3.1 Receives cash payment of Laboratory Fees <i>*Receives copy of the transaction and reference number for fees paid via Landbank Epayment Portal. Then verify the transaction.</i>	None	10 minutes <i>*working days</i>		<i>Special Collecting Officer (SCO)</i> Regional Technical Operation Center
	3.2 Issues Official Receipt	None	20 minutes		<i>Special Collecting Officer (SCO)</i> Regional Technical Operation Center
4. Receive and Present OR to LS Personnel.	4.1 Secure a copy of the OR and record the number in LRF	None	10 minutes		<i>Receiving Officer/Laboratory Analyst</i> Regional Technical Operation Center
	4.2 Assign LD Control Number to the	None	30 minutes		<i>Receiving Officer/Laboratory Analyst</i> Regional

	accomplished LRF				Technical Operation Center
	4.3 Return original OR to Client and a photocopy of LRF	None	10 minutes		Receiving Officer/Laboratory Analyst Regional Technical Operation Center
	4.4 Record in logbook the details of samples received	None	1 hour		Laboratory Analyst Regional Technical Operation Center
	4.5 Testing of samples is conducted in this step by the assigned analyst/ analysts. <i>If laboratory tests requested concern different sections, it will be forwarded in the order of which contamination is minimized. Generally, it will be forwarded first to Microbiology then Veterinary Drug Residue Testing.</i>	None	See Table below for processing time of each laboratory test		Laboratory Analyst Regional Technical Operation Center
	4.6 Verify the validity of results on the tests conducted	None	1 working day		Laboratory Analyst Regional Technical Operation Center

	4.7 Print out of Laboratory Results	None	30 minutes		Laboratory Analyst Regional Technical Operation Center
	4.8 Forward the printed Laboratory Results to signatories	None	30 minutes		Laboratory Analyst Regional Technical Operation Center
	4.9 Sign the laboratory Results	None	1 hour		Laboratory Head Regional Technical Operation Center
	4.10 Photocopy duly signed Laboratory Test Report for record keeping and as receiving copy.	None	20 minutes		Receiving Officer/Laboratory Analyst Regional Technical Operation Center
1. Claim the Laboratory Results, sign the receiving copy of the result and fill up the Feedback form. Then returns the feedback form to the Records Officer.	5.1 Releases the laboratory results and gives a copy of Customer Satisfaction Feedback Form to the client.	None	1 hour		Receiving Officer/Laboratory Analyst Regional Technical Operation Center
	5.2 Secures a signed receiving copy of Laboratory results and provide the Standardized Client/Customer Satisfaction Survey Form	None	20 minutes		Receiving Officer/Laboratory Analyst Regional Technical Operation Center

		(Laboratory Test Requested x No. of Samples)	5 Days + Processing Time of Laboratory Test Requested		
--	--	--	---	--	--

LABORATORY TEST	FEE	PROCESSING TIME
PHYSICAL TEST		
Organoleptic test	PHP 50.00	2 Days
pH	PHP 35.00	2 Days
MICROBIOLOGICAL TEST		
Standard/Aerobic Plate Count	PHP 150.00	7 Days
Coliform Count	PHP 150.00	10 Days
Salmonella sp.	PHP 350.00	10 Days
Staphylococcus aureus	PHP 350.00	7 Days
E.Coli	PHP 350.00	7 Days
E. coli and E.Coli 0157:H7*	PHP 700.00	15 Days
CHEMICAL/VETERINARY DRUG RESIDUE TEST		
Beta-lactams (Microbial Inhibition Test)	PHP 375.00	5 Days
Tetracyclines (Microbial Inhibition Test)	PHP 375.00	5 Days
Sulfonamides (Microbial Inhibition Test)	PHP 375.00	5 Days
Aminoglycosides (Microbial Inhibition Test)	PHP 375.00	5 Days
Quinolones (Microbial Inhibition Test)	PHP 375.00	5 Days
Macrolides (Microbial Inhibition Test)	PHP 375.00	5 Days

NOTE:

E. coli and E.Coli 0157:H7 are provided by RTOCs 1, 3, and 4A only. This service is not available at RTOCs 11 and 12.



Accreditation and Registration Section

External Services

1. Issuance of Certificate of Registration for Meat Transport Vehicle (MTV) for New and Renewal

Issuance of Meat Transport Vehicle (MTV) sticker to the NMIS Registered Meat Transport Vehicles in the country to ensure compliance to national standards on hygiene and sanitation during handling and transport.

Office or Division:	Regional Technical Operation Centers – Accreditation and Registration Division	
Classification:	Simple	
Type of Transaction:	G2B – Government to Business	
Who may avail:	Meat Transport Vehicle Operators or Owners, Third Party Service Provider Trucking	
Fees to be Paid:	PHP 300.00 per Meat Transport Vehicle (MTV)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished application form as prescribed by NMIS regulations (1 original copy)		Downloadable application form at NMIS official website (www.nmis.gov.ph)
2. Updated copy of proof of ownership/ legal possession of vehicle (notarized contract of lease or deed of sale, as may be applicable) (1 photocopy)		Client
3. Valid Certificate of Registration updated Official receipt (OR) of LTO vehicle registration (1 photocopy) If Vehicles without issued plate number shall seek certification from LTO of their assigned plate number (1 original or certified true copy)		Land Transportation Office (LTO)
4. Certificate of completion and or Certificate of Attendance (for the last 12 months) of the owner / manager, driver, helper/pahinante (to NMIS sponsored orientation-seminar on good hygienic practices on meat/ food handling conducted by ARS and/ or MSDCPS focal person) (1 photocopy)		NMIS Regional Technical Operations Center
5. Valid health certificate/s of the porter and driver issued by a government physician within months prior to submission of application (1 photocopy)		Municipal Health Office (LGU)

5. Original copy of clear colored photos of the vehicle with a dimension of 7x5 inches (5R photo) - front view - side view (left & right) - back view showing plate number (closed door) - back view (open door showing the MTV meat compartment)		Client		
6. Official Receipt for MTV registration fee issued by NMIS (1 Scanned/ photocopy)		Applicant, NMIS RTOC Special Collecting Officer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Attend the Orientation on Good Handling Practices (GHP for Operators, Drivers, Handlers with Evaluation	1. Conducts the GHP Orientation with evaluation	None	4 hours	<i>Accreditation and Registration Focal and Meat Standards Development and Consumer Protection Focal Person</i>
	1.4 Prepare and issue Certificate			<i>Regional Technical Operation Centers (RTOC)</i>
	1.2 Sign the Certificate/approve issuance of E-Certificate			<i>Regional Technical Director Regional Technical Operation Centers (RTOC)</i>
2. Submit duly accomplished application form as endorsed by Meat Inspection Officer/ARS focal Note: MTV for Inspection	2.1 Receive and evaluate documentary requirements for validity, completeness and accuracy.	None	1 working day	<i>Accreditation and Registration Focal Regional Technical Operation Centers (RTOC)</i>
	2.2 Inspection of the MTV using the MTV checklist.			<i>Accreditation and Registration Focal Regional Technical</i>

	<p>For renewal, MIO assigned at Meat Establishment shall conduct MTV inspection and endorse to RTOC</p> <p>Note: For non-compliant MTV, a copy of the evaluation result shall be provided to the MTV Operator for their appropriate action and shall re apply</p>			<p>Operation Centers (RTOC)</p> <p>Meat Inspection Officer</p>
	2.3 For compliant MTV , provide inspection and report issue SOA			<p>Accreditation and Registration Focal Regional Technical Operation Centers (RTOC)</p>
2. Pays the MTV registration fee	3.1 Receives payment of MTV registration fee and issues Official Receipt	Php 300.00 Registration Fee per MTV	1 hour	<p>Special Collecting Officer (SCO) Regional Technical Operation Centers (RTOC)</p>
	3.2 Preparation of the certificate, profiling in the MTV registration and data encoding in MTV stickers	None	2 hours	<p>Accreditation and Registration Focal Regional Technical Operation Centers (RTOC)</p>

	3.3 Approval and Issuance of Certificate of Registration (COR) of MTV and sticker	None	1 hour	<i>Regional Technical Director</i> Regional Technical Operation Centers (RTOC) <i>Accreditation and Registration Focal</i> Regional Technical Operation Centers (RTOC)
3. Receives the Certificate of Registration and MTV stickers provide feedback satisfaction survey	4.1 Provide the Standardized Client/Customer Satisfaction Survey Form	None	15 minutes	<i>Accreditation and Registration Focal</i> Regional Technical Operation Centers (RTOC)
	TOTAL	MTV Registration fee PHP 300.00 per MTV	2 working days and 15 minutes	

Plant Operation Standard and Monitoring Section

External Services

1. Certification of fitness of meat for human consumption (Issuance of MIC to clients)

The Official Inspector (NMIS or Deputized Meat Inspection Officers) assigned in NMIS-licensed meat establishment issues an official certificate, the Meat Inspection Certificate (MIC) to attest that:

- the meat being certified are from animals that were subjected to ante- and post-mortem inspection and that, at the time and date of inspection, the meat were found to be fit for human consumption, and that,
- the meat have been handled and/ or packed in accordance with the rules and regulation of NMIS and the Department of Agriculture

Office or Division	Regional Technical Operation Center – Plant Operation Standards and Monitoring Section	
Classification	Simple	
Type of Transaction:	G2B – Government to Business G2G – Government to Government	
Who may Avail:	Meat dealers or meat traders and other interested parties in the meat industry	
Fees to be Paid:	None	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Issuance of MIC in Slaughterhouses (SH) and Poultry Dressing Plants (PDP)		
1. Valid Veterinary Health Certificate (VHC) (1 original copy)		Issued by licensed veterinarian (Government or Private)
2. Valid Shipping Permit (1 original copy)		BAI – National Veterinary Quarantine Services Division or issued by Deputized Local Government Veterinarians
Additional requirement if large animals:		
3. Certificate of Ownership or Certificate of Transfer of Ownership (1 original copy) or equivalent documents/ manifestation of ownership		Veterinary/ Agriculture Office (or other offices authorized by Local Chief Executives) or issued by barangay officials
Issuance of MIC in Meat Cutting Plants (MCP), Cold Storage Warehouse (CSW) or Meat Depot Centers (MDC)		
1. Meat Inspection Certificate (MIC) from source or point of origin – 1 original copy		SH, PDP, CSW, MCP
2. Certificate of Meat Inspection (COMI) from the source or point of origin (1 original copy)		CSW

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Issuance of MIC in SH and PDP				
1. Presents live animals for slaughter together with the required documents in NMIS-licensed SH or PDP	1.1 Checks required documents prior to acceptance of animals (Veterinary Health Certificate, Shipping Permit, Certificate of Ownership or Certificate of Transfer of Ownership (for cattle only)	None	30 minutes	Authorized representative SH or PDP – Meat establishment
	1.2 Records all animal information and submitted documents in the Daily Receiving of Animals Form. Endorses all documents and daily report or receiving form to NMIS Meat Inspection Officer (MIO) or Deputized Meat Inspection Officer (DMIO).	None	30 minutes	Authorized representative SH or PDP – Meat establishment
	1.3 Conducts ante-mortem (AM) inspection. Identifies	None	2 hours and 30 minutes	DMIO/MIO SH or PDP – Meat establishment

	animals that are fit for slaughter or emergency slaughter			
	1.4 Observes and checks slaughtering procedures and meat handling	None	30 minutes	DMIO/MIO SH or PDP – Meat establishment
	1.5 Conducts Post-mortem (PM) inspection. Identifies meat and meat products that are fit for human consumption.	None	2 hours and 30 minutes	DMIO/MIO SH or PDP – Meat establishment
2. Signs and receives the verified original copy of MIC in the Meat Inspector's Office	2.1 Stamps mark of meat inspection in carcass, issues the signed MIC and files duplicate copy of MIC.	None	1 hour	DMIO/MIO SH or PDP – Meat establishment
TOTAL		None	7 hours and 30 minutes	
Issuance of MIC in MCP/CSW/MDC				
1. Presents locally/imported -sourced meat for meat cutting or storage with MIC or COMI	1.1 Checks and verify required documents prior to acceptance of meat	None	1 hour	Authorized representative or MIO MCP/CSW/MDC – Meat establishment
2. Signs and receives the verified original copy of MIC	2.1 Issues MIC and files duplicate copy of MIC	None	2 hours	DMIO/MIO MCP/CSW/MDC Meat establishment
	Total	None	3 hours	

Meat Standards Development and Consumer Protection Section

External Services

1. Issuance of Sales Promotion Permit of Regional Technical Operation Center

Articles 116 to 121, 123b of the Consumer Act of the Philippines provides for the issuance of Permit to Conduct Promotion and the Joint Administrative Order No 1, Series of 2009 providing for the delineation of functions and shared responsibilities in the regulation of meat products between the Department of Agriculture-National Meat Inspection Service and Department of Health- Bureau of Food and Drugs.

The Joint Administrative Order authorizes the National Meat Inspection Service to issue permits relative to advertising and promotion and shall be secured in accordance with the delineation of product responsibility.

Sales promotion are techniques intended for broad consumer participation which contains promises of gain such as prizes, in cash or in kind, as a reward for the purchase of a product, security, service or winning in contest, game, tournament, and other similar competitions which involved determination of winner/s and which utilize mass media or widespread media of information.

Office or Division:	RTOC - Meat Standards Development and Consumer Protection Section		
Classification:	Simple		
Type of Transaction:	G2B - Government to Business		
Who may avail:	Meat companies, Advertising Agencies		
Fees to be Paid:	(Sales Promotion Permit Fee + Fee for the Amount of Prizes) + mailing fee if applicable		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Application form (1 original copy)		NMIS Meat Standards Development and Consumer Protection Division <u>Promo_Application_Form.pdf (nmis.gov.ph)</u>	
2. A graphical presentation of at least one advertising material that contains the complete mechanics, duration, prizes and coverage of the promotion and shall imprinted on it the phrase: per NMIS Permit No.____ Series of ____.		Client	
3. All other advertising materials shall indicate “See poster or print ad for complete details and the phrase per NMIS Permit No. ____ Series of ____. One (1) copy for each advertising material.			

4. Photocopy of Certificate of License to Operate by the Meat Establishment – one (1) copy		Client		
5. Merchandizing materials and its graphical representation - one (1) copy each.		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
6. Submits/ send application together with complete requirements via mail, personal filing, or e-mail.	1.2 Receipt of Application <ul style="list-style-type: none"> • Via Registered Mail Receive and sign courier's log indicating the information on the received mail. • Via Personal Filing Accepts the application and other relevant documents, stamp and sign the receiving copy. • Via Electronic Mail Send an acknowledgement e-mail upon receipt of the application and other relevant documents 	None	1 hour	<i>Meat Inspection Officer Regional Technical Operation Center (RTOC)</i>
	1.5 Assesses the application submitted with complete requirements	None	1 hour	<i>Consumer Protection Focal Meat Standards Development and Consumer Protection Section</i>
	1.3 Issues Order of Payment	None	30 minutes	<i>Consumer Protection Focal Meat Standards Development and Consumer Protection Section</i>

7. Pays Sales Promotion Permit fee & Fees for the Amount of Prizes. Additional Courier fee (if requested by the applicant) and receives Official Receipt (OR)	2.1 Issues Official Receipt (OR)	For the Fees, refer to the table below	30 minutes	Special Collecting Officer RTOC
	2.2 Records Sales Promotion OR Number in Logbook	None	1 working day	Consumer Protection Focal Meat Standards Development and Consumer Protection Section
	2.3 Prepares Sales Promotion Permit			
	2.4 Records Sales Promotion Permit Number in Logbook			
	2.5 Endorses Sales Promotion Permit to the Office of the Executive Director			
	1.6 Approves permit	None	1 working day	Regional Technical Director RTOC
8. Receives Sales Promotion Permit through: - Pick-up - Courier - Registered Mail	3.1 Provide the Standardized Client/Customer Satisfaction Survey Form	None	1 hour	Designated Records Custodian RTOC
TOTAL		Refer to the table below + mailing fee if applicable	2 working days and 3 hours	

Table of Sales Promotion Permit Fees:

COVERAGE	COST
a. Several provinces/cities/municipalities within the same region	PHP 500.00
b. Single province/city/municipality	PHP 250.00

FEE FOR THE AMOUNT OF PRIZES	
a. Up to PHP 50,000.00	PHP 250.00
b. PHP 50,001.00 to PHP 150,000.00	PHP 500.00
c. PHP 150,001.00 to PHP 300,000.00	PHP 1,000.00
d. PHP 300,001.00 to PHP 500,000.00	PHP 2,000.00
e. PHP 500,001.00 to PHP 1,000,000.00	PHP 3,000.00
f. Above PHP 1,000,001.00	PHP 5,000.00
BLANKET APPROVAL FOR RECURRING SALES PROMOTION	
Covering a Period of one (1) year	Full amount of Permit Fee and Prizes Fee Plus (+) Fifty Percent 50%
CHANGE IN APPROVED VARIABLES	
Mechanics, coverage, duration, participating products or Date of selection of the Winner	PHP 300.00

For Mailing Fee:

Memorandum Order No. CO-01-2024-038 "Current Courier Service Mailing Rate/Fee for Clients Availing the Delivery Services of documents from Central Office to their Requested Address/Location"

Region/Location	Current Mailing Rate/Fee		
	Accreditation Certificate – MIT/LTO initial, etc. (A4 size paper)	Other Documents (Legal size paper)	LTO Certificate (A3 size paper)
NCR	PHP 106.72	PHP 132.90	PHP 230.00
North Luzon	PHP 132.52	PHP 144.80	PHP 245.00
South Luzon	PHP 142.52	PHP 144.80	PHP 245.00
Visayas	PHP 144.42	PHP 156.70	PHP 285.00
Mindanao	PHP 144.42	PHP 156.70	PHP 285.00

2.Redress of Consumer Complaint at the Regional Technical Operations Center (RTOC)

This service offers a venue for consumers who buy fresh, chilled or frozen meat to air their complaints in a manner where the resolution becomes mutually acceptable for both the complainant and respondent.

Office or Division:	RTOC - Meat Standards Development and Consumer Protection Section (MSDCPS)			
Classification:	Highly Technical (Under Special Law)			
Type of Transaction:	G2C – Government to Citizens G2G – Government to Government			
Who may avail:	Consumers who purchased meat			
Fees to be paid:	None			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Any of the following: 1. A Complaint letter, either manually submitted or coursed through online. 2. A Filled-out Information sheet (ADR Form No. 1)		Client Can be downloaded from the NMIS website: www.nmis.gov.ph , or can be sent through email upon request		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits filled-out and signed <i>Information Sheet 1</i> or letter of complaint	1.1 Receives and the filled-out and signed Information Sheet No. 1 or the letter of complaint. <i>If the complaint is coursed through email, the processing time starts during the actual time of the retrieval of the complaint.</i>	None	5 minutes	<i>Consumer Protection Focal</i> Regional Technical Operation Center (RTOC)
	1.2 If complaint is received through telephone call, MSDCPD-Consumer	None	10 minutes	<i>Consumer Protection Focal</i> Regional Technical Operation Center (RTOC)

	Protection focal person fills-out <i>Information Sheet 1a</i>			
	<p>1.3 Assess the complaint if it falls under NMIS jurisdiction.</p> <p>1.3a. If the complaint does not fall under NMIS jurisdiction, fill out the endorsement form (Form No. 2a) and submit for approval to Regional Technical Director for the Regional Technical Operations Center .</p> <p>The RTD approves the Endorsement and sent to concerned office. Please proceed to agency step no. 2.</p>	<p>None</p> <p>None</p>	<p>2 working days</p> <p>10 minutes</p>	<p>Consumer Protection Focal Regional Technical Operation Center (RTOC)</p> <p>Regional Technical Director Regional Technical Operation Center (RTOC)</p>

	<p>1.3b If the complaints falls under regulatory investigation forwards the complaint to Enforcement Unit for investigation (See <i>Process on regulatory</i>)</p> <p>1.3c If the complaint falls under mediation, proceed to mediation process. Please refer to QMS-Complaint Resolution Process</p>	<p>None</p> <p>None</p>	<p>10 minutes</p> <p>7 working days</p> <p>10 working days</p>	<p><i>Consumer Protection Focal</i> <i>Regional Technical Operation Center (RTOC)</i></p> <p><i>Regional Technical Director</i> <i>Regional Technical Operation Center (RTOC)</i></p> <p><i>Alternative Dispute Resolution Specialists</i> <i>Regional Technical Operation Center (RTOC)</i></p>
	1.4 Send endorsement to other office, or the endorsement for regulatory investigation or mediation to Regional Technical Operations Center	None	30 minutes	<i>Records Custodian</i> <i>Regional Technical Operation Center (RTOC)</i>
	1.5 Receives report on the action taken to resolve the complaint for regulatory investigation or mediation from RTOC	None	10 minutes	<i>Consumer Protection Focal</i> <i>Meat Standard Development and Consumer Protection Division (MSDCPD)</i>
2. Receives report on action taken	2.1 Furnish the complainant the	None	10 minutes	<i>Consumer Protection Focal</i>

to resolve the complaint	report on the action taken to resolve the complaint through e-mail or courier and provide the Standardized Client/Customer Satisfaction Survey Form			Regional Technical Operation Center (RTOC)
	Total	None	<i>For regulatory:</i> 7 working days <i>For mediation:</i> 20 working days	

2. Redress of Consumer Complain for Under Mediation at the NMIS Regional Technical Operations Center (RTOC)

This service offers a venue for consumers who buy fresh, chilled or frozen meat to air their complaints in a manner where the resolution becomes mutually acceptable for both the complainant and respondent.

Under Chapter III of the Consumer Act of the Philippines, it is stated that “the concerned department may commence an investigation upon petition or letter complaint from the consumer.” “The department shall establish procedures for systematically logging in, investigating and responding to consumer complaints into the development of consumer policies, rules and regulations, assuring as far as practicable simple and easy access on the part of the consumer to seek redress for his grievances.

Meanwhile, under RA 9285, An act to institutionalize the use of Alternative Dispute Resolution (ADR) System in the Philippines and to establish the Office for the Alternative Dispute Resolution, and for other purposes, it provides that “the state shall encourage and actively promote the use of ADR to achieve speedy and impartial justice and declog court dockets.

Office or Division:	Meat Standards Development and Consumer Protection Section (MSDCPS)			
Classification:	Highly Technical (Under Special Law)			
Type of Transaction:	G2C – Government to Citizens G2G – Government to Government			
Who may avail:	Consumers who purchased meat			
Fees to be Paid:	None			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Any of the following: 1. A Complaint letter, either manually submitted or coursed through online. 2. A Filled-out Information sheet (ADR Form No. 1)		Client Can be downloaded from the NMIS website: www.nmis.gov.ph , or can be sent through email upon request		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Submits filled-out and signed <i>Information Sheet 1</i> or letter of complaint	1.1 Receives and assess the filled-out and signed Information Sheet No. 1 or the letter of complaint. <i>If the complaint is coursed through email, the processing time starts during the actual time of the retrieval of the complaint.</i>	None	1 working day	Consumer Protection Focal Regional Technical Operation Center (RTOC)
	1.2 If complaint is received through telephone call, MSDCPD-Consumer Protection focal person fills-out <i>Information Sheet 1a</i>	None		Consumer Protection Focal Regional Technical Operation Center (RTOC)
	1.3 If the complaint falls under mediation, prepare for the mediation process	None	5 working days	Alternative Dispute Resolution Specialists Regional Technical Operation Center (RTOC)
	1.4 Conduct mediation process 1.4.1 First hearing 1.4.2 Second hearing 1.4.3 Third hearing until the	None	10 working days	Alternative Dispute Resolution Specialists Regional Technical Operation Center (RTOC)

	settlement agreement			
	1.5 Provide Central Office with the result of the mediation	None	2 working days	<i>Alternative Dispute Resolution Specialists Regional Technical Operation Center (RTOC)</i>
	Total	None	18 working days	



Regional Technical Operation Centers

Internal Services

1. Provision of Laboratory Testing for Samples on NMIS Monitoring and Surveillance Programs and support activities with partner institutions (at Regional Satellite Laboratories)

The Laboratory Section of Regional Satellite Laboratories shall be responsible for the conduct of analytical tests to verify quality, safety, and wholesomeness of meat and meat products at all stages of production, distribution and sale. It shall also be responsible for the accurate interpretation of results and analyses of data resulting from conducted analytical tests.

This procedure covers the activities involved in the provision of laboratory testing services starting from the acceptance of samples for testing, up to releasing of laboratory test reports.

Office or Division:	Regional Satellite Laboratories	
Classification:	Highly Technical	
Type of Transaction:	G2G - Government to Government	
Who may avail:	NMIS Meat Inspection Officers	
Fees to be Paid:	None	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly Accomplished Laboratory Request Form (1 original)		Receiving Area of Regional Satellite Laboratory Also Downloadable at Application Form (nmis.gov.ph)
1. Samples for Laboratory Testing- samples must be hygienically and individually packed, sealed and labeled, and with no unusual odor. Additional Notes: For the Physical Tests , average sample weight must be 250g, minimum. For the Microbiological Tests , average sample weight for meat must be 250g, minimum. And for cecal content or intact cecum; average sample weight must be 50g, minimum. Average sample temperature must be 10°C or below For the Chemical/Veterinary Drug Residue Test , average sample weight is 250 grams excluding fat tissues		NMIS Meat Inspection Officer

For laboratory tests required for the Issuance of Official Meat Inspection Certificate , samples must follow prescribed export guidelines.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits sample at the Receiving area of RTOC Office	1.1 Provides Laboratory Request Form (LRF) to the client. Also Downloadable at Application Form (nmis.gov.ph)	None	10 minutes	Receiving Officer/Laboratory Analyst Regional Technical Operations Center (RTOC)
	1.2 Assess the compliance of samples	None	1 hour	Receiving Officer/Laboratory Analyst Regional Technical Operations Center (RTOC)
2. Fill-up LRF at the Receiving area	2.1 Verify the accomplished LRF	None	10 minutes	Receiving Officer/Laboratory Analyst Regional Technical Operations Center (RTOC)
	2.2 Assign LD Control Number to the accomplished LRF and record in logbook the details of samples received	None	2 hours	Receiving Officer/Laboratory Analyst Regional Technical Operations Center (RTOC)
	2.3 Determine the laboratory tests based on the covered Programs.	None	10 minutes	Receiving Officer/Laboratory Analyst Regional Technical Operations Center (RTOC)

	<p>2.4 Testing of samples is conducted in this step by the assigned analyst/ analysts.</p> <p><i>If laboratory tests requested concern different sections, it will be forwarded in the order of which contamination is minimized. Generally, it will be forwarded first to Microbiology then Veterinary Drug Residue Testing.</i></p>	None	See Table below for processing time of each laboratory test	Laboratory Analyst Regional Technical Operations Center (RTOC)
	2.5 Verify the validity of results on the tests conducted	None	1 working day	Laboratory Analyst Regional Technical Operations Center (RTOC)
	2.6 Print out of Laboratory Results	None	1 hour	Laboratory Analyst Regional Technical Operations Center (RTOC)
	2.7 Forward the printed Laboratory Results to signatories	None	1 hour	Laboratory Analyst Regional Technical Operations Center (RTOC)
	2.8 Sign the laboratory Results	None	1 hour	Laboratory Head Regional Technical Operations Center (RTOC)

	2.9 Photocopy duly signed Laboratory Test Report for record keeping and as receiving copy.	None	1 hour	Receiving Officer/Laboratory Analyst Regional Technical Operations Center (RTOC)
3. Claim the Laboratory Results, sign the receiving copy of the result and fill up the Feedback form. Then returns the feedback form to the Receiving Officer/Analyst of RTOC	3.1 Releases the laboratory results and provide the Standardized Client/Customer Satisfaction Survey Form	None	20 minutes	Receiving Officer/Laboratory Analyst Regional Technical Operations Center (RTOC)
	3.2 Secures and files the signed receiving copy and the provide the Standardized Client/Customer Satisfaction Survey Form	None	10 minutes	Receiving Officer/Laboratory Analyst Regional Technical Operations Center (RTOC)
TOTAL		None	2 working days + Processing Time of Laboratory Test requested	

LABORATORY TEST	FEE	PROCESSING TIME
PHYSICAL TEST		
Organoleptic test	None	2 Days
pH	None	2 Days
MICROBIOLOGICAL TEST		
Standard/Aerobic Plate Count	None	7 Days
Coliform Count	None	10 Days
Salmonella sp.	None	10 Days
Staphylococcus aureus	None	7 Days
E.Coli	None	7 Days
*E. coli and E.Coli 0157:H7	None	15 Days
CHEMICAL/VETERINARY DRUG RESIDUE TEST		
Beta-lactams (Microbial Inhibition Test)	None	5 Days
Tetracyclines (Microbial Inhibition Test)	None	5 Days
Sulfonamides (Microbial Inhibition Test)	None	5 Days
Aminoglycosides (Microbial Inhibition Test)	None	5 Days
Quinolones (Microbial Inhibition Test)	None	5 Days
Macrolides (Microbial Inhibition Test)	None	5 Days

*E.

NOTE:

E.coli and E.Coli 0157:H7 are provided by RTOCs 1, 3, and 4A only. This service is not available at RTOCs 11 and 12.

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	<p>Accomplish the Client Feedback Form and drop it at the designated drop box located at the entrance of the NMIS Central Office and the respective drop box of each Regional Technical Operations Centers (RTOCs) located at their entrance.</p> <p>You may also send your feedback at nmis@nmis.gov.ph</p> <p>Or mail us at: NATIONAL MEAT INSPECTION SERVICE No.4 Visayas Avenue, Brgy. Vasra, Quezon City</p>
How feedbacks are processed	<p>Feedback is gathered and processed by the respective Offices in the NMIS Central Office and RTOCs. A report of the Feedback is prepared to document action plan and monitor actions taken.</p>
How to file a complaint	<p>Accomplish the Client Complaint Form and drop it at the designated drop box located at the entrance of the NMIS Central Office and the respective drop box of each Regional Technical Operations Centers (RTOCs) located at their entrance.</p> <p>You may also send your complaints at nmis@nmis.gov.ph</p> <p>Or mail us at: NATIONAL MEAT INSPECTION SERVICE No.4 Visayas Avenue, Brgy. Vasra, Quezon City</p>
How complaints are processed	<p>Complaint/s received, whether verbal or written shall be forwarded to the concerned head of Office (NMIS Central/RTOCs) who shall act on the complaint and provide feedback to the client on the action taken.</p>
Contact Information	<p>NATIONAL MEAT INSPECTION SERVICE (NMIS) (02) 8-924-7980 nmis@nmis.gov.ph</p> <p>ANTI-RED TAPE AUTHORITY (ARTA) (02) 8-478-5093 complaints@arta.gov.ph</p> <p>PRESIDENTIAL COMPLAINTS CENTER (PCC) 8888 pcc@malacanang.gov.ph</p> <p>CONTACT CENTER NG BAYAN (CCB) 0908-887-6565 email@contactcenterngbayan.gov.ph</p>

LIST OF OFFICES

OFFICE	OFFICE ADDRESS	CONTACT INFORMATION
Office of the Executive Director (OED)	1/F, No. 4 Visayas Avenue Brgy Vasra Quezon City	(02) 8924- 7980 local 102/ 103 oed@nmis.gov.ph
Office of the Deputy Executive Director (ODED)	2/F, No. 4 Visayas Avenue Brgy Vasra Quezon City	(02) 8924- 7980 local 200/201 oded@nmis.gov.ph
REGIONAL TECHNICAL OPERATION CENTERS		
Regional Technical Operation Center (RTOC) I	Brgy. Anonas West, Urdaneta City Pangasinan	(075) 514-2152/522-4553 rtoc1@nmis.gov.ph
Regional Technical Operation Center (RTOC) II	Regional Center, Carig Tuguegarao City, Cagayan	(078) 304-1323 Telefax: (078) 304-1323 rtoc2@nmis.gov.ph
Regional Technical Operation Center (RTOC) III	Diosdado Macapagal Government Center, Brgy. Maimpis, San Fernando, Pampanga	Telefax: (045) 455-4532 Cp # 0933-826-3760 rtoc3@nmis.gov.ph
Regional Technical Operation Center (RTOC) IV-A	Ayala Highway, Brgy. Balintawak, Lipa City Batangas	Telefax: (043) 773-3974 rtoc4a@nmis.gov.ph
Regional Technical Operation Center (RTOC) IV-B	3/F, MITDC Bldg. No. 4 Visayas Avenue Brgy Vasra Quezon City	(02) 8924-7980 local 303 to 305 rtoc4b@nmis.gov.ph
Regional Technical Operation Center V (RTOC V)	Zone 9 (Beside TESDA) San Jose, Pili Camarines Sur	Telefax: (054) 477-0499 rtoc5@nmis.gov.ph
Regional Technical Operation Center (RTOC) VI	BAI Compound, Doña Pepita Aquino Avenue, Fort San Pedro 5000 Iloilo City	(033) 337-0956 Telefax: (033) 337-0956/509- 8549 / rtoc6@nmis.gov.ph
Regional Technical Operation Center (RTOC) VII	NMIS DA Regional Field Office-7 Complex Highway, Maguikay Mandaue City	(032) 236-8296/328-0935 Telefax: (032) 236-8296 rtoc7@nmis.gov.ph
Regional Technical Operation Center (RTOC) VIII	Government Center, Pawing, Palo Leyte 6501	Telefax: (053) 888-2309 rtoc8@nmis.gov.ph
Regional Technical Operation Center (RTOC) IX	Corazon C. Aquino Regional Government Center, Balintawak,	Telefax: (062) 925-1080 rtoc9@nmis.gov.ph

	Pagadian City	
Regional Technical Operation Center (RTOC) X	Zone VIII, Poblacion, El Salvador City, Misamis Oriental	Telefax: (088) 579-1168 rtoc10@nmis.gov.ph
Regional Technical Operation Center (RTOC) XI	Father Selga Street 8000 Davao City	Telefax: (082) 224-2737 rtoc11@nmis.gov.ph
Regional Technical Operation Center (RTOC) XII	Regional Government Center 12, Carpenter Hill, Koronadal City	Telefax: (083) 228-3662 rtoc12@nmis.gov.ph
Regional Technical Operation Center (RTOC) CARAGA	City Slaughterhouse Compound Obrero Butuan City	Telefax: (085) 816-0078 rtoccaraga@nmis.gov.ph
Regional Technical Operation Center (RTOC) CAR	Baguio Dairy Farm Compound, Marcos Highway Baguio City	(074) 424-6682 Telefax: (074) 444-9848 rtoccar@nmis.gov.ph
Regional Technical Operation Center (RTOC) NCR	3/F, MITDC Bldg. No. 4 Visayas Avenue Brgy Vasra Quezon City	(02) 8924-7980 local 301-302 rtocncr@nmis.gov.ph
DIVISION		
Administrative Management Division (AD)	2/F, MITDC Bldg. No. 4 Visayas Avenue Brgy Vasra Quezon City	(02) 8924- 7980 local 220/221 admin@nmis.gov.ph
Finance Division (FD)	2/F, MITDC Bldg. No. 4 Visayas Avenue Brgy Vasra Quezon City	(02) 8924- 7980 local 211/212 accounting@nmis.gov.ph
Planning and Information Management Division (PIMD)	2/F, MITDC Bldg. No. 4 Visayas Avenue Brgy Vasra Quezon City	(02) 8924- 7980 local 208 to 210 pimd@nmis.gov.ph
Plant Operation Standard and Monitoring Division (POSMD)	1/F, MITDC Bldg. No. 4 Visayas Avenue Brgy Vasra Quezon City	(02) 8924- 7980 local 112 to 114 posmd@nmis.gov.ph
Meat Standards and Development Consumer Protection Division (MSDCPD)	2/F, MITDC Bldg. No. 4 Visayas Avenue Brgy Vasra Quezon City	(02) 8924-7980 local 203/204 msdcpd@nmis.gov.ph
Meat Import Export Division (MIED)	1/F, MITDC Bldg. No. 4 Visayas Avenue Brgy Vasra Quezon City	(02) 8924- 7980 109/111/115 mied@nmis.gov.ph
Accreditation and Registration Division (ARD)	1/F, MITDC Bldg. No. 4 Visayas Avenue Brgy Vasra Quezon City	(02) 8924- 7980 local 121 to 123 ard@nmis.gov.ph msqa@nmis.gov.ph

Laboratory Division (LD)	Central Meat Laboratory Bldg. No. 4 Visayas Avenue Brgy Vasra Quezon City	(02) 8924- 7980 local 500 to 503 labco@nmis.gov.ph
SECTION/UNIT		
OED-Special Concern	3/F, MITDC Bldg. No. 4 Visayas Avenue Brgy Vasra Quezon City	(02) 8924-7980 local 307 qms@nmis.gov.ph
Supervising Administrative Office (SAO)	2/F, MITDC Bldg. No. 4 Visayas Avenue Brgy Vasra Quezon City	(02) 8924- 7980 local 206/207 sao@nmis.gov.ph
PIMD-Information Communication Technology (ICT)	2/F, MITDC Bldg. No. 4 Visayas Avenue Brgy Vasra Quezon City	(02) 8924-7980 local 217/218 ict@nmis.gov.ph
Engineering Unit	1/F, MITDC Bldg. No. 4 Visayas Avenue Brgy Vasra Quezon City	(02) 8924-7980 local 118-120 engineering@nmis.gov.ph
AD- Human Resource Management Unit (HRMU)	2/F, MITDC Bldg. No. 4 Visayas Avenue Brgy Vasra Quezon City	(02) 8924- 7980 local 206/207 hrm@nmis.gov.ph
AD-Human Resource Development Unit (HRDU)	2/F, MITDC Bldg. No. 4 Visayas Avenue Brgy Vasra Quezon City	02) 8924-7980 local 229 hrd@nmis.gov.ph
AD- Cashier Unit	1/F, MITDC Bldg. No. 4 Visayas Avenue Brgy Vasra Quezon City	(02) 8924-7980 local 110/116 to 117 cashier@nmis.gov.ph
FD-Budget Unit	2/F, MITDC Bldg. No. 4 Visayas Avenue Brgy Vasra Quezon City	(02) 8924-7980 local 231 budget@nmis.gov.ph
AD-Facility Management Office	3/F, MITDC Bldg. No. 4 Visayas Avenue Brgy Vasra Quezon City	(02) 8924-7980 local 307 nmis.fmo@gmail.com
AD-Records Unit	1/F, MITDC Bldg. No. 4 Visayas Avenue Brgy Vasra Quezon City	(02) 8924-7980 local 105/106 records@nmis.gov.ph
AD-Property Unit	1/F, MITDC Bldg. No. 4 Visayas Avenue Brgy Vasra Quezon City	(02) 8924-7980 local 107/108 property@nmis.gov.ph
Bids and Awards Committee (BAC)	2/F, MITDC Bldg. No. 4 Visayas Avenue Brgy Vasra Quezon City	(02) 8924-7980 local 227/228 bac@nmis.gov.ph

ANNEX A. LIST OF ACCEPTABLE GOVERNMENT-ISSUED IDENTIFICATION CARDS (IDS) / DOCUMENTS

- ✓ e-Card / UMID
- ✓ Employee's ID / Office Id
- ✓ Driver's License*
- ✓ Professional Regulation Commission (PRC) ID *
- ✓ Passport *
- ✓ Senior Citizen ID
- ✓ SSS ID
- ✓ COMELEC / Voter's ID / COMELEC Registration Form
- ✓ Philippine Identification (PhilID / ePhilID)
- ✓ NBI Clearance *
- ✓ Integrated Bar of the Philippines (IBP) ID
- ✓ Firearms License *
- ✓ AFPSLAI ID *
- ✓ PVAO ID
- ✓ AFP Beneficiary ID
- ✓ BIR (TIN)
- ✓ Pag-ibig ID
- ✓ Person's With Disability (PWD) ID
- ✓ Solo Parent ID
- ✓ Pantawid Pamilya Pilipino Program (4Ps) ID *
- ✓ Barangay ID *
- ✓ Philippine Postal ID *
- ✓ Phil-health ID
- ✓ School ID **
- ✓ Other valid government-issued IDs or Documents with picture and signature
 - * Within its validity period
 - ** Private / government school