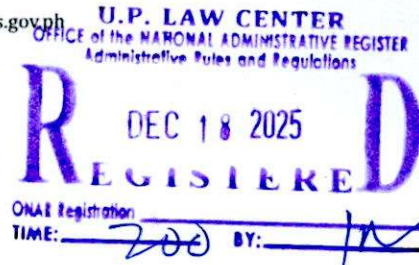




Republic of the Philippines
 DEPARTMENT OF AGRICULTURE
NATIONAL MEAT INSPECTION SERVICE
 No.4 Visayas Avenue, Brgy. Vasra, Quezon City
 Tel. No: 8-924-7980
 www.nmis.gov.ph | nmis@nmis.gov.ph



01 December 2025

MEMORANDUM CIRCULAR
 NO. 00-12-2025-06
 Series of 2025

SUBJECT : NEW GUIDELINES ON THE DEPUTATION OF LOCAL GOVERNMENT UNIT MEAT CONTROL OFFICERS AND MEAT INSPECTORS

WHEREAS, as per Section 1 of Republic Act (RA) No. 10536, inspection as an act by an official inspector to ensure compliance with rules and regulations including but not limited to humane handling of slaughter animals, ante and post mortem inspection, quality assurance program, hygiene and sanitation program, good manufacturing program, sanitation standard operating procedures, hazard analysis critical point program on any meat and meat product, meat establishment (ME) facilities, transport vehicles and conveyance;

WHEREAS, Section 4 of the Republic Act No. 9296 defines deputation as the authority of the National Meat Inspection Service to allow inspectors and meat control officers employed by the local government units to perform the duties of an inspector or meat control officer of the NMIS;

WHEREAS, Section 13 of the Department of Agriculture (DA) Department Circular (DC) No. 01 Series of 2014 defined the scope of meat inspection, which applies to all meat establishments where food animals are slaughtered, prepared, processed, handled, packed, stored, or sold;

WHEREAS, Section 14 of the DA DC No. 01 Series of 2014 states that only meat control officers, deputized meat control officers, meat inspectors, and deputized meat inspectors duly appointed and designated by the National Meat Inspection Service (NMIS) or Local Government Units (LGUs) are authorized to conduct meat inspection work;

WHEREAS, Section 14.3 of DA DC No. 1 Series of 2014 states that the NMIS shall have the authority to deputize qualified meat control officers (MCOs) and meat inspectors (MIs) under the employ of the LGU to perform meat inspection and assist the NMIS in the implementation of the provisions of the amended RA No. 10536;

WHEREAS, to properly address the manpower deficit of NMIS due to the increasing number of licensed MEs, there is a need to augment through the deputation of Meat Inspection Officers (MIOs) assigned at the NMIS licensed MEs, such as Slaughterhouses (SHs), and Poultry Dressing Plants (PDPs); Meat Cutting Plants (MCPs), Cold Storage Warehouses (CSWs), and Meat Distribution Centers (MDCs) pursuant to NMIS Memorandum Circular (MC) No. 01-2019-001 and NMIS MC No. 05-2023-013;

WHEREAS, there is a need to streamline and update the guidelines for the deputation of LGU meat inspection officers;

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LAILA M. DECENA
 Head, Records Unit
Dec. 18, 2025
 Date



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NOW, THEREFORE, pursuant to the provisions mentioned above, the following new guidelines for the deputation of the LGU Meat Inspection Officers (MIO), which are Meat Control Officers (MCO) and Meat Inspectors (MI), are hereby issued and approved for implementation by all concerned:

I. Scope

This guideline shall cover the application, deputation, and incentivization of LGU MIO, who shall conduct the required inspection and certification of meat at assigned NMIS licensed meat establishments, under the direct supervision of the NMIS.

II. Qualifications and Requirements of a Deputized Meat Inspection Officer

A. The LGU Meat Inspection Officer applicant endorsed for deputation must meet the following qualification standards:

Applicant	Qualification Standards
LGU Meat Control Officer	a. Licensed Veterinarian (photocopy of valid Professional Regulation Commission license) b. Completed the NMIS Basic Meat Inspection Course (BMIC) c. Have at least six (6) months of relevant experience, such as but not limited to inspection/food safety d. Have undergone at least one (1) meat inspection or food safety-related training/webinars/seminars/conference for the last three (3) years
LGU Meat Inspector	a. Completed at least two (2) years in college with one (1) year of relevant experience (such as but not limited to experience in inspection/food safety) If the educational attainment is not met, the candidate must have at least two (2) years of relevant experience, such as but not limited to inspection/food safety b. Completed the NMIS BMIC c. Have undergone at least one (1) meat inspection or food safety-related training/webinars/seminars/conference for the last three (3) years

B. The LGU Meat Inspection Officer applicant endorsed for deputation must submit the following documentary requirements to the NMIS RTOC:

Applicant	Documentary Requirements	
	New	Renewal
LGU Meat Control Officer	1. Updated and duly accomplished Personal Data Sheet (CSC form 212,	1. Updated and duly accomplished Personal Data Sheet (CSC form 212, revised

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LAILA MEDCENA
 Head, Records Unit

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	<p>revised 2025), with attached 2x2 colored picture</p> <ol style="list-style-type: none"> 2. Work Experience Sheet CSC Form No. 212 Attachment (indicate experiences related to meat/food inspection) 3. Photocopy of a valid PRC license 4. Photocopy of BMIC Certificate of Completion 5. Updated written endorsement from the Local Chief Executive (LCE) or authorized representative 6. Photocopy of LGU Appointment/Service Contract/ Designation/Special Order 7. Photocopy of the active bank account information (preferably Land Bank of the Philippines account) 	<p>2025), with attached 2x2 colored picture</p> <ol style="list-style-type: none"> 2. Photocopy of a valid PRC license 3. Updated written endorsement from the LCE or authorized representative 4. Photocopy of LGU Appointment/Service Contract/ Designation/Special Order 5. Photocopy of the active bank account information (preferably Land Bank of the Philippines account), if there are any changes 6. Accomplished Deputized MCO/MI Performance Rating Checklist, Form No. NMIS-POSM-CL-02
<p>LGU Meat Inspector</p>	<ol style="list-style-type: none"> 1. Updated and duly accomplished Personal Data Sheet (CSC form 212, revised 2025), with attached 2x2 colored picture 2. Work Experience Sheet CSC Form No. 212 Attachment (indicate experiences related to meat/food inspection) 3. Photocopy of BMIC Certificate of Completion 4. Updated written endorsement from the LCE or authorized representative 5. Photocopy of LGU Appointment/Service Contract/Designation/Special Order 6. Photocopy of the active bank account information (preferably Land Bank of the Philippines account) 	<ol style="list-style-type: none"> 1. Updated and duly accomplished Personal Data Sheet (CSC form 212, revised 2025), with attached 2x2 colored picture 2. Updated written endorsement from the LCE or authorized representative 3. Photocopy of LGU Appointment/Service Contract/Designation/Special Order 4. Photocopy of the active bank account information (preferably Land Bank of the Philippines account), if there are any changes 5. Accomplished Deputized MCO/MI Performance Rating Checklist, Form No. NMIS-POSM-CL-02

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III. Procedures for Application of Deputation

- A. The NMIS Regional Technical Operation Center (RTOC), through the Regional Technical Director, Plant Operation Standards Monitoring Section (POSMS) focal and/or Meat Import Export Section (MIES) focal, shall determine the required number of deputized MCOs/MI of licensed ME within the region, primarily based on the slaughter operations, including the volume of slaughter and the number of shipments.
- B. The RTOC shall transmit a letter to the LCE, requesting an endorsement of eligible applicant MCOs and/or MIs for deputation, with complete documentary requirements as provided in Section II.
- C. Deputation application for CSW shall be submitted for evaluation to the MIES focal, while deputation application for the other meat establishments shall be submitted for evaluation to the POSMS focal.
- D. The RTOC, through the POSMS/MIES focal, shall consolidate, conduct an initial review, and evaluate the submitted requirements using the Deputation Requirement Checklist for Endorsement (NMIS-POSM-CL-04). Only complete applications shall be endorsed by the Regional Technical Director (RTD) for submission to the Plant Operation Standards and Monitoring Division (POSMD) and/or Meat Import Export Division (MIED).
- E. The POSMD and/or MIED, through the next-in-rank and/or Division Chief, shall conduct a final review of the applications and endorse to the Executive Director the Deputation Order of all compliant applications.
- F. The Deputation Order, upon approval of the Executive Director, shall be valid for the corresponding fiscal year, and subject to renewal/revocation as prescribed in this Circular or unless sooner terminated for cause. The Deputation Order will be uploaded to the NMIS Electronic Communication System.
- G. The RTOC shall provide a copy of the Deputation Order to both the Deputized MIO and the concerned LGU.
- H. A semestral performance evaluation using the Deputized Meat Control Officer (MCO)/ Meat Inspector (MI) Performance Rating Checklist (NMIS-POSM-CL-02) of all deputized MIOs shall be conducted by the NMIS MIO assigned to the same ME, and consolidated to the MIED/POSMD.
- I. The result of the performance evaluation shall be a basis for the renewal/delisting/incentive of the deputized MCO and/or MI, as assessed by the POSMD/MIED.
- J. The RTOC shall provide a copy of the performance evaluation to the DMIO and LGU.
- K. The authorized personnel from the licensed meat establishment may submit feedback on the performance of the DMIO using the NMIS Client Satisfaction Survey.

IV. Application Schedule

The following is the schedule of the application period for the LGU MIO deputation:

Activity	Schedule
RTOC request to LGU LCE for	August of the previous fiscal year

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 Head, Records Unit

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endorsement of the eligible applicant MIO	
RTOC endorsement to the Central Office, POSMD/MIED acceptance and review of applications	October to November of the previous fiscal year
Issuance of Deputation Order	December of the previous fiscal year
Review of Incentive (including preparation of financial documents)	Start by the 2nd week of April, July, October, and November of the current fiscal year

Applications within the fiscal year may be accepted in cases of replacement of a deputized MIO, such as, but not limited to, new meat establishments, resignation, termination, or other circumstances deemed necessary as per the recommendation of the RTOC.

V. Duties and Responsibilities of MIED and POSMD

- A. Review endorsed application, DMIO status (e.g., delisting, reassignment), performance rating, and other matters pertaining to deputized LGU MIOs.
- B. Recommend for approval, and release of Deputation Order of LGU MIOs having passed and complied with the requirements as endorsed by the RTOCs.
- C. Timely review incentives, preparation of financial documents, and release of incentives of deputized LGU MIOs, subject to the availability of funds and existing accounting and audit regulations.
- D. Provide guidance on the prescribed reports/forms to be used for the recording of inspection and monitoring activities in the licensed MEs.
- E. Provide supervision and guidance to the RTOC for all activities related to deputation.
- F. Provide technical support to the RTOCs, in the management of inspection, disease incidence, and emergencies, including control and disinfection programs.

VI. Duties and Responsibilities of RTOCs

- A. Ensure timely coordination with LGU for applications of DMIO.
- B. Ensure the completeness of the application requirements of the endorsed LGU MCOs/MIs.
- C. Provide timely updates to the MIED/POSMD for any changes, such as but not limited to changes in their assignment, delisting, replacement of the deputized MCOs/MIs, sickness/death, through an official communication.
- D. Assist in the review of the accuracy of information in the prepared payroll of the deputized MCOs/MIs.
- E. Provide updates to the deputized MCOs/MIs on recent issues related to meat inspection.
- F. Conduct meeting/s with the DMIO.

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 Head, Records Unit

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- G. Provide or assist in the conduct of necessary training/seminar/webinar/conference to the deputized MCOs/MIs.

VII. Duties and Responsibilities of a Deputized LGU MCO and MI

The Deputized MCOs and MIs shall have the duty and responsibility to enforce meat inspection, meat hygiene, food safety, animal disease control and prevention, and animal welfare laws, rules, and regulations as follows:

A. General Duties and Responsibilities

1. Monitor daily the cleanliness, sanitation, and implementation of GMP/GOP/SSOP by the meat establishment before, during, and after the operation of the meat establishment;
2. Ensure proper safekeeping, control, and monitoring of accountable forms;
3. Enforce the proper issuance of regulatory forms, such as but not limited to the Hold Order and Condemnation Order/Slip, based on applicable laws and regulations;
4. Certify the fitness of meat and edible offal for domestic distribution;
5. Enforce the meat inspection, food safety, animal welfare, disease control and prevention, and hygienic and sanitary requirements of the meat establishment and meat conveyances;
6. Regularly record and report meat inspection, hygiene enforcement, animal welfare, and food safety findings/activities, to the MIES/POSMS focal, based on the required/prescribed NMIS forms;
7. Report immediately any adverse findings observed during meat inspection;
8. Comply with the method of renewal as indicated in the issued Circular and;
9. Perform such other duties and functions related to meat inspection as may be assigned by the NMIS Executive Director or their duly authorized representative.

B. Specific Duties and Responsibilities at the licensed SH and PDP

1. To check the completeness and validity of the documentary requirements of food animals for slaughter;
2. Enforce the humane handling and slaughter of food animals based on applicable laws and regulations;
3. Conduct ante-mortem inspection of food animals for safety and suitability for slaughter;
4. Conduct post-mortem inspection of meat and edible offal and parts for safety and suitability for human consumption;
5. Condemn food animals, carcasses, parts of carcasses, offal not fit for human consumption, and proper disposal of such condemned materials;
6. Regulate the proper flow of slaughtering and dressing procedure of food animals, chilling, storage, and transport of meat and edible offal;
7. Accomplish and promptly submit all the required and prescribed NMIS forms and reports.

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C. Specific Duties and Responsibilities at the licensed MCP, CSW, and MDC

1. Conduct an inspection of meat for safety and suitability for human consumption;
2. Confiscate the meat when found to be:
 - a) accompanied by incomplete or erroneous accountable forms;
 - b) contaminated (unintentional or intentional), adulterated, or misbranded;
 - c) consisting, in whole or in part, of any filthy, putrid, rotten, decomposed substance or foreign matter or otherwise unfit for human consumption;
 - d) carrying any disease-causing organism and/or toxic or deleterious substance which may render it injurious;
 - e) contained in packaging materials in direct contact with the meat are found to be composed, in whole or in part, of any poisonous or deleterious substance which renders the contents injurious to health.
3. Regulate the proper flow of loading/unloading/transfer monitoring and examination of local and imported meat based on applicable laws and regulations;
4. Accomplish and promptly submit all the required and prescribed NMIS forms and reports.

D. Additional Duties and Responsibilities of a Deputized MCO

1. Supervise the LGU MIs on the verification and/or confirmation of animal disease of concern and/or disposition or final judgement on carcass/meat/by-products.
2. Assists the NMIS MCOs/MIs on submission of NMIS prescribed forms/reports on animal disease/zoonoses/Food Animal Disease Incident Reports (FADIR).

VIII. Incentive

The following are the guidelines for the provision of incentives:

- A. Deputized MCOs and MIs, eligible to receive incentives, shall be entitled to an incentive based on the validity of the NMIS License to Operate (LTO), and actual work rendered, and subject to availability of funds, accounting and auditing rules and regulations.
- B. The POSMD/MIED shall evaluate the DMIOs that will be eligible for incentive, based on but not limited to, availability of funds/slots, validity of the LTO, and service rendered.
- C. The DMIOs receiving other incentives from the Department of Agriculture or its agencies are not eligible for the NMIS deputation incentive.
- D. The monthly rate of the incentive is as follows: Php 3,500.00 for MCO and Php 2,500.00 for MI.

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- E. The computation of the incentive to be given shall be based on the validity of the LTO, as prepared by the POSMD/MIED, and reviewed by the Budget and Accounting Unit. In case the LTO of the meat establishment has expired/its operation has ceased, the computation of the monthly incentive shall be discontinued. The monthly incentive allowance, however, shall resume the moment a valid NMIS LTO of the meat establishment has been issued or operation has resumed, as cleared by the RTOC.
- F. The MIED/POSMD shall inform the RTOCs of the status and provide a copy of the computation of the incentives.
- G. Requests for consideration for recomputation or concerns with the incentives shall be made in writing, as endorsed by the RTOC, to the POSMD/MIED. The POSMD/MIED shall review the request and provide a recommendation to the Executive Director, subject to their approval and availability of funds, subject to accounting and auditing rules and regulations.

IX. Limitations of the DMIO's Authority

The limitations of the authority of the Deputized MCOs/MIs are as follows:

- A. The authority/ jurisdiction of deputized MCO/MI is limited only to those listed in the Deputation Order signed and approved by the NMIS Executive Director.
- B. The exercise of authority/jurisdiction of the deputized MCOs or MIs shall be confined/ limited only to his /her assigned licensed MEs.
- C. The Deputized MCO/MI shall continue to perform his/her duties and responsibilities for as long as the ME's LTO remains valid, or has a duly filed and pending application for renewal.
- D. The final (2nd) border inspection of imported meat from direct arrivals (from preliminary or 1st border) shall be under the jurisdiction of the NMIS MCOs/MIs only.

X. Sanctions

The NMIS, as the deputizing authority, issues the following sanctions, as reference for the revocation/suspension/termination of the deputation:

- A. Negligence of the supervising NMIS personnel or deputized LGU meat inspection personnel or both, to perform their respective duties and responsibilities shall be dealt in accordance with the Civil Service Commission (CSC) rules and regulations and other relevant laws.
- B. Deputation Order may be revoked/suspended/terminated for cause upon recommendation of the NMIS RTOC RTD and upon the approval of the NMIS Executive Director after due process. The following are the grounds for suspension/revocation/termination of deputation:
 - 1. Involvement in fraud, graft, and corruption, or any act inimical to the public interest;
 - 2. Inefficiency and incompetence in the performance of official duties based on performance evaluation (e.g., Inability to perform ante-mortem (AM) inspection, post-mortem (PM) inspection, non-submission or frequent late submission of NMIS reports);

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Head, Records Unit

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3. Falsification of official documents;
4. Habitual tardiness and absenteeism; and,
5. Such other prohibited acts as specified under R.A. No. 9296 (Meat Inspection Code) as amended by R.A. No. 10536, and R.A. No. 6713 (Code of Conduct and Ethical Standards of Government Officials), CSC Rules and Regulations, and other applicable laws.

XI. Review Clause

Pursuant to Section 5 of RA No. 11032, this Circular is hereby issued consistent with the provisions on pilot implementation of regulations. There shall be a mandatory review after two (2) years from the issuance of this Circular in compliance with the provisions for ex-post assessment of regulations pursuant to Anti-Red Tape Authority (ARTA) Memorandum Circular No. 2022- 06. Revisions to this Circular shall observe the principles of good regulatory practices set forth in Department Order No. 10, series of 2024.

XII. Separability and Repealing Clause

If any portion of this Circular is declared unconstitutional or invalid, the other portions thereof which are not affected thereby shall continue to be in full force and effect. All existing memorandum orders, rules, and regulations or parts thereof, which are inconsistent with the provisions of this Circular, are hereby repealed or modified accordingly.

XIII. Effectivity

This Circular shall be effective on 17 January 2026, and shall be in full force and effect until repealed by a new issuance, following the completion of its filing with the Office of the National Administrative Register (ONAR) of the University of the Philippines (UP) Law Center.

ROBERTO S. UMALI, DVM
Officer-In-Charge, Executive Director

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Head, Records Unit

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NATIONAL MEAT INSPECTION SERVICE
Admin Division - Records Unit

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By: ETL

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LALIA M. DEGENA
Head, Records Unit

[Signature]
Date: _____