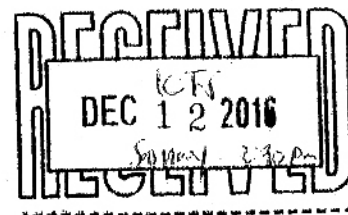




Republic of the Philippines  
Department of Agriculture  
**OFFICE OF THE SECRETARY**  
Elliptical Road, Diliman  
Quezon City 1100, Philippines



22 November 2016

**MEMORANDUM CIRCULAR**

No. 05

Series of 2016

**SUBJECT: CREATION OF SPS TECHNICAL WORKING GROUPS**

WHEREAS, pursuant to Republic Act No. 10611 otherwise known as the "Food Safety Act of 2013" Rule 12.b8, the Department of Agriculture (DA) and the Department of Health (DOH), in consultation with the Bureau of Customs (BOC), shall develop the regulations and set the parameters of the inspection and clearance procedures of imported food shipments. The inspection and clearance procedures shall be conducted by the DA and the DOH within their respective jurisdiction;

WHEREAS, as stated under Rule 12b.9, the approved regulations shall be subject to periodic review and amendment as necessary;

WHEREAS, there is the need to create a Special Task Force that shall evaluate, monitor and inspect agricultural and fishery products as well as the shipment of incoming agricultural and fishery products at the port of entry and Cold Storage Warehouses;

NOW, THEREFORE, I, EMMANUEL F. PIÑOL, Secretary of the Department of Agriculture, by virtue of the powers vested in me by law, do hereby issue this Memorandum Circular creating the Technical Working Groups (TWG) – Monitoring and Evaluation Group and Inspection Group, that shall preserve the integrity of the Import Clearance and Inspection of Agricultural and Fishery Products at the first and second boarder.

a) Creation of Technical Working Groups

- SPS Inspection Group
- SPS Monitoring and Evaluation Group

b) Composition

- The members shall come from DA-OSEC other than the personnel from the Regulatory Offices (Bureaus of Plant Industry, Bureaus of Animal Industry, Bureau of Fisheries and Aquatic Resources and National Meat Inspection Service).

c) Functions

- SPS Monitoring and Evaluation Group
  1. Review the validity of SPS Import Clearances.
  2. Issue corresponding certificate on the validity and authenticity of SPS Import Clearance which will serve as one of the bases of the Agricultural Quarantine Officers for the release of the shipments.
  3. Review the current accreditation of Cold Storage Warehouses.
  4. Review the current accreditation of agricultural and fishery products Importers.
  5. Recommend policies to the Secretary that will improve the import clearances procedure.
  6. Maintain a database of agricultural and fishery product importers and Cold Storage Warehouses accredited entities included in the watchlist.

*[Handwritten signatures and initials]*

- SPS Inspection Group

1. To validate pertinent importation documents of incoming shipments for release at the port of entry. List of importation documents attached and marked as follows:

Bureau of Animal Industry - Annex "A"  
And National Meat Inspection Service

Bureau of Plant Industry - Annex "B"

Bureau of Fisheries and Aquatic Resources - Annex "C"

2. To validate the Veterinary Quarantine and Meat Inspection Laboratory Certificate for products to be released at the Cold Storage Warehouses.
3. To inspect products at the port of entry and the Cold Storage Warehouses.
4. To report their findings and recommendations to the Office of the Undersecretary for Operations.
5. To report findings of violations to the Office of the Undersecretary and immediately refer the same to the Quarantine Officer concerned to effect appropriate action.

d) Mechanics

- The importers shall submit to the SPS Monitoring and Evaluation TWG their request for validation and authentication, to which the SPS Monitoring and Evaluation TWG shall issue the corresponding Certificates.
- Upon effectivity of this Circular, prior to the release of the imported items a certificate of validity issued by the TWG shall be a mandatory requisite.

e) Separability and Repealing Clause

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

f) Effectivity

- This Circular shall take effect fifteen (15) days after its complete publication in the official gazette or in two (2) newspapers of general circulation, whichever comes first.

EMMANUEL F. PINOL

Secretary

DEPARTMENT OF AGRICULTURE  
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**LIST OF IMPORTATION DOCUMENTS REQUIRED**  
**(Bureau of Animal Industry and National Meat Inspection Service)**

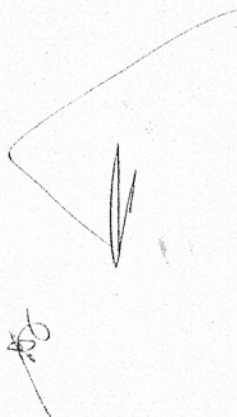
- Sanitary and Phytosanitary Import Clearance
- Bill of Lading
- Commercial Invoice
- International Veterinary Health Certificate
- Packing List

**LIST OF IMPORTATION DOCUMENTS REQUIRED**  
**(Bureau of Animal Industry and National Meat Inspection Service)**

- Sanitary and Phytosanitary Import Clearance
- Bill of Lading
- Commercial Invoice
- International Veterinary Health Certificate
- Packing List

**LIST OF IMPORTATION DOCUMENTS REQUIRED  
(BUREAU OF PLANT INDUSTRY)**

- Sanitary and Phytosanitary Clearance
- Phytosanitary Certificate or Health Certificate
- Bill of Lading or Airway Bill issued at the Country of Origin
- Treatment Certificate (if Applicable)
- Commercial Invoice or Packing List





**LIST OF IMPORTATION DOCUMENTS REQUIRED  
(BUREAU OF FISHERIES AND AQUATIC RESOURCES)**

- Sanitary and Phytosanitary Import Clearance
- Health Certificate issued by competent authority of the Country of Origin
- Bill of Lading/Airway Bill
- Commercial Invoice
- Packing List

