



Republic of the Philippines  
Department of Agriculture  
**BUREAU OF ANIMAL INDUSTRY**  
Diliman, Quezon City

**MEMORANDUM**

**TO :** ALL VETERINARY QUARANTINE OFFICERS

**FROM :** THE DIRECTOR

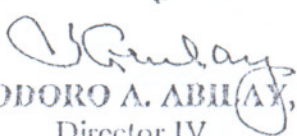
**SUBJECT :** Standard Procedure in Handling Imported Products that Needs to be Re-exported.

**DATE :** 26 February 2001

To standardize the procedure in handling imported products that should be re-exported, the following guidelines should be exercised upon the arrival of the products:

1. Cancel the processing of documents.
2. Do not open the container for inspection of its content.
3. Prepare a letter to importer informing them the reason in holding their shipment copy furnished the office of the Director.
4. Prepare a letter addressed to the Director informing the situation and if possible make a recommendation.
5. Prepare a letter to the Bureau of Customs copy furnish the office of the Director informing them not to open the container or release the shipment to the owner without the clearance issued by the Director.
6. Wait for the instruction of the Director.

Please be guided accordingly.

  
**TEODORO A. ABUI, Ph. D.**  
Director IV

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