



Department of Agriculture
BUREAU OF PLANT INDUSTRY

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February 19, 2021

BPI Administrative Order

No. 01

Series of 2021

Subject: General Requirements in the Appointment or Designation of Food Safety Officers

Pursuant to Republic Act (RA) No. 10611 also known as *Food Safety Act of 2013* and, its implementing rules and regulations, this Order is hereby issued.

**ARTICLE I
FOOD SAFETY OFFICERS**

Section 1. *Appointment or Designation of Food Safety Officers.* The BPI Director shall appoint or designate, through a Memorandum Order, Food Safety Officers (FSO) who shall act as his representatives in implementing and enforcing the provisions of the Food Safety Act and its implementing rules and regulations.

Section 2. *Qualifications of FSO.* A Food Safety Officer must be a permanent technical personnel of this Bureau with Salary Grade 10 and above and must be a graduate of food related courses including but not limited to chemistry, food technology, microbiology, agriculture in accordance to Article VIII, Rule 26.c of the IRR of Food Safety Law. In addition, prior to the appointment or designation, he/she must have passed the prescribed training course for FSO by the BPI-PPSSD or its officially-accredited training service provider.

**ARTICLE II
DUTIES AND RESPONSIBILITIES**

Section 3. *Duties and Responsibilities of FSO.* The FSO shall perform the following functions:

- a. Inspect any premises, and examine any plant food, equipment, product, material, object or substance which is being, or is suspected of being used or destined for use in connection with the production, minimally processing operations involved in treatment, grading, packing, packaging

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EFFECTIVITY DATE: February 10, 2020
DOCUMENT NO.: BPI - QMS - KMT - E - F1
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Jc 2-24-21
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- and labeling, storage, handling, transport, preparing, serving or sale of any food;
- b. Request any information regarding any such food, equipment, product, material, object or substance from the owner or person in charge of the premises;
 - c. Take samples in the prescribed manner of any plant food, product, material, object or substance or its package or container;
 - d. Secure, seal or close any door giving access to plant food, product, material, object or substance or its package or container after taking samples;
 - e. Examine, make copies of or take extracts from any book, statement or other document found at such premises;
 - f. Inspect any operation or process carried out on such premises, and demand any information regarding such operation or process from the owner or person in charge of such premises or from any person carrying out such operation or process;
 - g. Read any values recorded by measuring instruments installed in the premises or by instruments in the possession of the authorized personnel;
 - h. Take photographs and videos, if necessary;
 - i. Take any plant food, equipment, product, material, object, substance, book, statement or document which appears to provide proof of a contravention of any provision of *Food Safety Act*, providing a signed receipt in the prescribed form which shall be countersigned immediately by the owner or other person in charge of such premises or object; and,
 - j. Recommend corrective measures, sanctions and penalties based on findings.

A Food Safety Officer exercising his or her authority under this Order may request the presence and assistance of law enforcement personnel as he or she considers necessary.

ARTICLE III IDENTIFICATION CARD

Section 4. *Identification Card*. The identity card issued by the Director shall bear a recent photograph of the FSO to whom it is issued; and is to contain the appointed/designated FSO's signature; a unique number assigned to the officer; and is to state that the FSO is appointed under RA 10611.

4.1. A person who ceases to be an FSO either through retirement, resignation or other means of separation from the BPI must, as soon as practicable after so ceasing, return their identity card to the Director who caused it to be issued.

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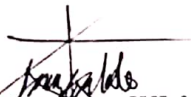

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**ARTICLE IV
 EFFECTIVITY**

Section 5. *Effectivity.* This Order shall take effect after the registration with the Office of the National Administrative Register, UP Law Center.



GEORGE Y. CULASTE, Ph.D.
 Director 

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