



Republic of the Philippines  
**OFFICE OF THE PRESIDENT**  
**NATIONAL COMMISSION ON MUSLIM FILIPINOS**

June 14, 2021

**OFFICE ORDER**

No. **694** **2021**

Series of 2021

Subject: **CRITERIA AND GUIDELINES FOR THE ACCREDITATION OF HALAL CERTIFICATION BODIES/ ENTITIES IN THE PHILIPPINES FOR DOMESTIC GOODS**

**Section 1. LEGAL MANDATE.**

Article II (Section 8, paragraph H) of Republic Act No. 9997 mandates the NCMF to "promote and develop the Philippine Halal Industry and accredit halal-certifying entities/bodies for the utmost benefit of Muslim Filipinos and in partnership or cooperation with appropriate agencies, individuals and institutions here and abroad". This criteria and guidelines shall not cover those under the jurisdiction of Republic Act 10817.

Article

**Section 2. DEFINITION OF TERMS**

- a) *Accreditation* – is the procedure by which a government agency having jurisdiction formally recognizes the competence of an inspection and/or certification body to provide inspection and certification services.
- b) *Audit* – is a systematic and functionally independent examination to determine whether activities and related results comply with planned objectives.
- c) *Certification* - is the procedure by which official certification bodies and officially recognized bodies provide written or equivalent assurance that foods and non-food or control systems for food and non-food conform to requirements.
- d) *Common Halal Logo* – refers to the common logo sanctioned by the NCMF and to be adopted by certification body or entity that shall be printed on the cover or package of Halal-certified products.
- e) *Council of Ulama* – refers to a group of Muslim religious scholars within the certification body/ entity.
- f) *Halal* – when referred to food and non-food products is anything that is allowed for consumption or use by Muslims as permitted by the Shari'ah or Islamic law.
- g) *Halal Certificate* – is a document issued by a certification body to a qualified company or manufacturer that produces certain Halal products for domestic consumption.
- h) *Inspection* – is the examination of food and non-food or systems for control of food and non-food, raw materials, processing and distribution, including in-process and finished product testing, in order to verify that they conform to requirements.
- i) *Philippine National Halal Standard* – refers to a set of Halal standards approved by local ulama and adopted and promulgated by the NCMF in coordination and consultation with concerned agencies of the government.



- d) Record of current and past Halal certification and monitoring activities (for body/entity that was previously engaged in Halal certification);
- e) List and qualification of officials, personnel/employees working as staff support service and/or Halal inspectors;
- f) Sample of Halal certificates and logo used by the certification body/entity.

#### **Section 9 ASSESSMENT AND SCREENING**

- a) Application form together with other pertinent documents shall be received at least two (2) weeks before the date of actual audit on the office and operations of the body/ entity seeking accreditation;
- b) Application will be initially evaluated by the Evaluation Committee of the Commission that shall make appropriate recommendation to the BMEA;
- c) If documents are found to be in order, a team of evaluators and auditors will be sent to the operating office of the certifying body/entity;
- d) The BMEA will notify the certification body/entity on the schedule of the inspection;
- e) The inspection team shall prepare a report and recommendation to the NCMF BMEA; and
- f) The BMEA shall recommend to the Commission the qualified applicant;
- g) Incomplete application requirements will not be processed;

#### **Section 10. APPROVAL / DISAPPROVAL**

- a) The Secretary shall be the final approver and shall issue an Accreditation Certificate or License to the certification body/entity whose application shall have been approved;
- b) The BMEA will inform the concerned body/entity through writing whether its application for accreditation was approved or otherwise;
- c) The BMEA will issue an Accreditation Certificate or License to the certification body/entity whose application shall have been approved;
- d) The validity of the Certificate or License is two (2) years, without prejudice to suspension or revocation upon deliberate violation of certain rules and regulations of the accreditation criteria and guidelines.

#### **Section 11. MONITORING**

- a) The BMEA and/or its deputized partner agencies shall monitor Halal compliance of manufacturing or processing plant, areas or abattoirs;
  - b) The Halal auditors shall monitor the activities of Halal certification bodies/entities;
  - c) The BMEA and/or its deputized partner agencies shall coordinate with other government agencies in monitoring compliance by concerned manufacturing companies of the Philippine National Halal Standard;
  - d) The BMEA and/or its deputized partner agencies shall conduct random inspection of the processing plant/areas and facilities of companies with Halal certified products;
  - e) The BMEA and/or its deputized partner agencies shall monitor the Halal compliance of storage facilities, warehouses, cold storages of supermarkets and groceries, transportation and handling of Halal products and other similar conditions or procedures;
  - f) The BMEA and/or its deputized partner agencies shall conduct random testing and analysis of newly certified Halal products for authentication purposes;
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- g) implement its own monitoring systems and procedures to ensure Halal compliance by companies or manufacturers that were issued Halal certificates, thereby ensuring integrity of the Halal-certified products;
- h) submit quarterly and updated report on the status of Halal products it has certified as well as monitoring report on concerned processing plants or areas and abattoirs;
- i) immediately inform the NCMF on any change in the organization such as personnel, structure, or operation procedures;
- j) immediately inform the NCMF on any operational or physical change in the plant or company that it has issued a Halal certificate;
- k) inform manufacturers that NCMF teams and its partner agencies will conduct follow through audit on plants and establishments that are producing or manufacturing Halal products as certified by the body/entity;
- l) allow designated audit teams from the NCMF and its partner agencies to conduct random sampling, analysis and laboratory testing of Halal certified products in the market as certified by the body/entity for revalidation of the Halalness of the products;

## **Section 6. GROUNDS FOR SUSPENSION**

*The accreditation of Halal certification body/entity may be suspended for a minimum period of three (3) months to a maximum period of one (1) year depending on the degree of violation:*

- a) Failure of the certification body in monitoring the Halal status or Halal compliance of processing plants or areas and abattoirs;
- b) Failure of the certification body to submit quarterly updated reports on the monitoring and inspection activities of the concerned plants or areas and abattoirs.

## **Section 7. GROUNDS FOR REVOCATION**


*The accreditation of Halal certification body/entity shall be revoked on the following grounds:*

- a) The certification body/entity loses its legal status by law;
- b) Revocation of its registration with concerned regulatory agencies of the government (SEC, etc);
- c) Deliberate violation of the foregoing accreditation criteria and guidelines;
- d) Resignation or total absence of its ulama member/s and Muslim scientists.
- e) Continued violation of grounds for suspension beyond the maximum one-year suspension period

*Note: If the grounds for revocation of accreditation cease to exist, the concerned Halal certification body/ entity may re-apply for accreditation.*

## **Section 8. DOCUMENTARY REQUIREMENTS**

*The certification body/entity shall apply directly to the National Commission on Muslim Filipinos (NCMF) using the prescribed form and enclosed the following documents:*

- a) Halal certification body/entity's profile;
  - b) Security and Exchange Commission Certificate of Registration and Constitution and By-Laws;
  - c) Other services and social activities of the certification body/entity;
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- j) *Shari'ah* – refers to the primary source of Islamic law and jurisprudence.
- k) *Unified Halal Certification Scheme* – refers to the common certification criteria and guidelines that should be adopted or applied by certification bodies/ entities in issuing Halal certificates to qualified companies or manufacturers.

### **Section 3. SCOPE.**

These Criteria and Guidelines cover both local and foreign bodies/entities that seek to certify Philippine products, whether food or non-food, as Halal for commercial purpose/s for domestic consumption.

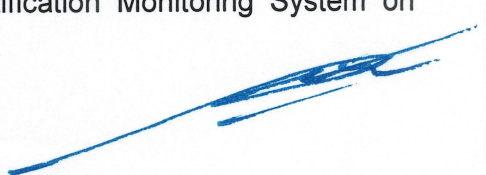
### **Section 4. QUALIFICATIONS**

*The body or entity applying for accreditation must:*

- a) be a Muslim organization duly registered with the Securities and Exchange Commission (SEC) or any appropriate agency of the government;
- b) have specific objective of engaging in Halal certification in its Constitution and By-Laws;
- c) have at least one (1) Shari'ah expert or a Council of Ulama in its active membership, who is directly involved in the rendering of decision whether a certain product is Halal or not;
- d) have a signatory to the Halal certificates who is a reputable ulama who possesses a degree in Shari'ah Law;
- e) have NO derogatory record with any court or any concerned regulatory agencies of the government;
- f) have an existing office with necessary manpower complement and equipment and facilities as well as an operating organizational structure;
- g) have Muslim food technologists, microbiologists, chemists either as regular members or consultants;
- h) have personnel who have formal training on Halal monitoring and inspection;
- i) have a Halal laboratory or access to government-recognized Halal laboratories that is evidenced by an existing and valid agreement, e.g. Memorandum of Agreement (MOA);
- j) have an existing guidelines and procedures on certification of Halal food and non-food products that generally conforms with the unified Halal Certification Scheme;
- k) comply with other requirements as may be required by the Commission.

### **Section 5. DUTIES AND RESPONSIBILITIES**

*The accredited Halal certification body/entity must/ shall:*

- a) conform with the approved Philippine Halal Standards;
  - b) adopt the unified Halal Certification Scheme;
  - c) be responsible in declaring the Halalness of products being certified Halal;
  - d) issue Halal Certificates to qualified companies or manufacturers;
  - e) adopt the common Philippine Halal Logo;
  - f) allow designated officials and/or technical staff of the NCMF and its partner agencies to conduct audit on its operations, particularly on Halal Certification Monitoring System on unannounced yet reasonable schedules;
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- g) The BMEA and/or its deputized partner agencies shall monitor the Halal compliance of duly recognized or accredited laboratories;
- h) The BMEA and/or its deputized partner agencies shall monitor the Halal compliance on labeling of certified Halal products.

## Section 12. RENEWAL OF ACCREDITATION

- a) The BMEA will notify the certification body/entity two (2) months before the expiration of accreditation certificate or license;
- b) The certification body/entity shall submit application for renewal together with other pertinent documents at least one (1) month before the date of expiration of the accreditation certificate;
- c) The certification body/entity will again undergo the processes and stages of assessment, screening, evaluation, approval.
- d) Failure of a certification body/ entity to renew accreditation will subject it to a surcharge that shall be determined by the BMEA.

## Section 13. FEES AND CHARGES

An amount of Ten Thousand Pesos (Php 10,000) shall be charged against the body/entity whose application for accreditation shall have been approved. The body/entity seeking accreditation shall also be responsible for the cost of audit on its office and actual operations that shall be incurred by the Audit Team of the BMEA. The cost shall particularly cover transportation, either by air or land or both and the food and accommodation of the said Audit Team that shall be composed of not less than two (2) but not more than four (4) personnel. The cost of renewal of accreditation shall be Ten Thousand Pesos (PhP10,000.00) yearly up to five consecutive years. Thereafter, payment for accreditation shall be made after every three years. All fees and charges to be collected shall be disbursed subject to existing accounting and auditing rules and regulations.

## Section 14. PHILIPPINE HALAL LOGO

The Philippine Halal Logo as illustrated below must be commonly adopted by all accredited Halal certification bodies/entities. It shall be printed on every Halal-certified product with the acronym of the concerned certification body/entity printed beneath the logo.



### Symbolism:

*The Sun Rays* represent the the sun in the Philippine Flag.  
*The Three Stars* represent the three main island groups of the Philippines.  
*The Arabic Text* translates to Halal.

## Section 15. REPEALING CLAUSE

Any issuances, office orders, designations, memoranda and prior instructions inconsistent with the provisions of this Office Order are hereby repealed, superseded or modified accordingly effective immediately.

**SAIDAMEN B. PANGARUNGAN**  
Secretary