



Republic of the Philippines  
Department of Agriculture  
**BUREAU OF ANIMAL INDUSTRY**  
Visayas Ave., Diliman, Quezon City  
***GaBAI sa Pag-unlad ng Paghahayupan***

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## MEMORANDUM CIRCULAR

NO. 10  
Series of 2021

### SUBJECT : IMPLEMENTATION OF THE BUREAU OF ANIMAL INDUSTRY ELECTRONIC PAYMENT SYSTEM

In the interest of service to facilitate payment of transactions to the Bureau of Animal Industry (BAI), in compliance to the Republic Act (RA) 9485, otherwise known as the "Anti Red Tape Act of 2007" as amended by Republic Act 11302, otherwise known as the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018", and to complete the online registration system for BAI services, the BAI Electronic Payment System shall be implemented nationwide.

All payments shall be made through the electronic payment system following the instructions below:

1. Request for Statement of Account (SOA) and/ or Order of Payment (OP) via call, email, messenger, etc.
2. Go to the Landbank Electronic Payment System (EPS) portal
3. Type "Bureau of Animal Industry" in the Merchant Name
4. Select Transaction Type
5. Select Payment Gateway Option
6. Key-In Account Number
7. Input required details given in the SOA/OP
8. Key-in the amount to be paid as specified in the SOA/OP
9. Key-in payor's name/name of Establishment
10. Key-in CAPTCHA Code
11. Select submit
12. Review Transaction Details and Payment Summary
13. Check agree on Terms and Conditions
14. Key-in One-Time-Password (sent through email/mobile)
15. Key-in your PIN Code
16. Click submit
17. Press OK
18. Wait for the payment confirmation from Landbank
19. Print/screenshot the payment confirmation



20. Send payment confirmation to BAI Accounting/Cashier Section and to the concerned Division/Section to complete your payment transaction

All concerned Division Chiefs are enjoined to disseminate this information and ensure strict compliance and smooth implementation of this e-payment system.

Please be guided accordingly.

Done this 7<sup>th</sup> day of April 2021.

  
**REILDRIN G. MORALES, DVM, MVPHMgt**  
OIC - Director