



Republic of the Philippines  
**Department of Agriculture**  
**OFFICE OF THE SECRETARY**  
Elliptical Road, Diliman  
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**March 31, 2015**

**Department of Agriculture**  
**Administrative Circular 05**  
**Series of 2015**

**Subject: POLICIES AND GUIDELINES IN THE ESTABLISHMENT AND MAINTENANCE OF ANIMAL SHELTERS**

WHEREAS, Republic Act 8485 as amended by Republic Act 10631 otherwise known as the *Animal Welfare Act of 1998*, particularly Section 1 thereof provides for the protection and promotion of the welfare of all animals in the country by supervising and regulating the establishment and operation of all facilities utilized for breeding, maintaining, keeping, treating or training of all animals, either as objects of trade or as household pets.

WHEREAS, Section 2 of R.A. 9482 “Anti-Rabies Act of 2007” declares the policy of the state to protect and promote the right to health of the people through a system of control, prevention of the spread, and eventual eradication of human animal rabies, providing for the need for Responsible Pet Ownership.

WHEREAS, the Committee on Animal Welfare is mandated to specifically come up with various policies and guidelines, to include shelters for dogs and cats, to provide guidance to local government units in the performance of their mandate provided for under Rule 7 (2.1) of Section 7 (2) of the implementing rules and regulations of Republic Act No. 9482.

**NOW, THEREFORE, I, PROCESO J. ALCALA**, Secretary of the Department of Agriculture, considering the above cited, do hereby issue this Circular to prescribe, promulgate and enforce reasonable regulations for the collection of animals, the use and operation of animal shelters

### **Section 1. SCOPE AND APPLICATION**

This Circular shall be applicable to private and public animal facilities operating as an animal shelter.

### **Section 2. BASIC CONSIDERATIONS**

The establishment and operation of an animal shelter shall take into consideration the following factors: a. Establishment of shelter policies on Neuter, Rehoming and Euthanasia; b. Shelter design based on the animal to be catered and need of animals in the community

1. Size vis-à-vis the type animals to be catered

2. Animal space based on size and number of animals
  - 2.1. Individual or single
  - 2.2. Group or Multiple
3. Provision of Reception Receiving Area
4. Admin Office
5. Rest/housing and kitchen for Staff
6. Euthanasia and Treatment Area
7. Surgery Room
8. Quarantine Area
9. Food Preparation Area
10. Wash Area
11. Socialization Area
12. Carcass/ Storage facility

The following *Basic Freedom of Animals* adopted by the Committee on Animal Welfare through the Animal Welfare Division shall be observed:

- Freedom from thirst, hunger and malnutrition;
- Freedom from physical discomfort and pain;
- Freedom from injury and disease;
- Freedom to conform to essential behavior patterns; and
- Freedom from fear and distress.

### **Section 3. DEFINITION OF TERMS**

As used in this Circular, the following words, terms and phrases shall be construed to mean:

- 3.1 *Animals* as used in this administrative circular refer to dogs and cats.
- 3.2 *Animal Shelter* refers to a kennel facility that rehabilitates and rehomes, identified and neuter animals.
- 3.3 *Euthanasia* refers to the process of humane destruction of animal accomplished by a method that produces rapid unconsciousness and subsequent death without evidence of pain and distress
- 3.4 *Identification* refers to indelible permanent mark.
- 3.5 *Indoor Pen* refers to a completely enclosed area inside a pound/shelter building to be used for shelter by a sheltered animal.

- 3.6 *Indoor Run* refers to an area inside a completely enclosed pound/shelter to be used for shelter and exercise by the animals
- 3.7 *Outdoor Run* refers to an area adjacent to a shelter building to be used for exercise by the animals.
- 3.8 *Renovate* refers to the change of size, construction or composition of pens, runs, fences, floors, heating system, water supply system, waste disposal system, or any other physical component of exiting shelter building which are governed by these regulations.
- 3.9 *Sanitary* refers to the health, with special reference to cleanliness and freedom from infective and deleterious influences.
- 3.10 *Stray/roaming animal* refers to any animal leaving its owner's place or premise and no longer under the effective control of the owner.

## **Section 4.0 ESTABLISHMENT OF A SHELTER**

### **4.1 Determining Site**

Site for the installation/construction of a shelter shall be in coordination with the local Planning and Development Office.

### **4.2 Facility Design**

The designs of shelters shall provide an environment conducive to maintaining animal health. Facilities shall be appropriate to species, the number of animals receiving care and the expected length of stay in order to ensure physical and psychological well-being of the animals, and shall conform with the following requirements:

#### **4.2.1 Space Allocation Requirement**

##### **4.2.1.1 Administration Office**

There shall be an office allocated for the shelter manager, visitors, registration of incoming and outgoing animals.

##### **4.2.1.2 Employees' Quarters**

There shall be an area allocated for the employees' quarters with a restroom, kitchen, bathroom

##### **4.2.1.3 Animal Areas**

There shall be separate enclosures housing cats and dogs. Ideally, animals shall be kept in large communal enclosures if

the animals are compatible, provided they are not under quarantine, are not sick and are already neutered or placed in individual cages.

#### **4.2.1.4 Quarantine Area**

All shelters shall have a designated Quarantine Area where newly rescued and admitted animals will be immediately placed upon arrival and kept for a minimum of fourteen days (14), or longer if prescribed by the Shelter Veterinarian (a veterinarian). The Quarantine Area shall be situated where there will be the least amount of foot traffic to avoid the spreading of communicable diseases.

No contact between animals in quarantine or between quarantined animals and other animals at the shelter shall be allowed. Waste coming from each quarantined animal shall not be accessible to other animals, shall not come into contact with human foot traffic and shall lead straight into the drain.

Disinfecting footbath or spray bottle containing broad-spectrum disinfectant shall be made available.

#### **4.2.1.5 Treatment Area /Euthanasia Area**

It shall have a Treatment Area for shelter animals - away from the animals' living areas and quarantine areas where sick or injured animals can be treated or where animals can be euthanized.

The treatment area shall have a water source and an examination table.

#### **4.2.1.6 Surgery Room**

There shall be a room specific for performing surgeries.

### **4.2.2 Provision of Shelter Pens and Runs**

**4.2.2.1** Common areas for animals in shelters shall be areas where only (1) neutered, (2) healthy and 3) rabies-vaccinated animals are kept.

**4.2.2.2** Indoor and Outdoor runs shall measure not less than 1.83m (6 ft) wide, 3.05m (10ft) long with fencing not less than 1.52m (5 ft) high .

**4.2.2.3 Adjacent individual roofed pens** shall measure at least 0.91m x 1.22m (3x4 feet) to accommodate one native/aspin-sized dog (or a dog under 13kgs)

**4.2.2.4 Roofed pens for multiple animals** shall measure at least 2.74m x 1.22m (9x4 feet) roofed pens which is good for a maximum of five (5) native-sized dogs (or dogs under 13 kgs) or 3 to 4 cats.

#### **4.2.3 Floors and base of runs**

All shelters shall have smooth concrete floors, runs and troughs.

Floors of roofed pens shall be sloped toward a drainage system which has been made inaccessible to dogs and cats by either covering or placement exterior to the run fencing.

#### **4.2.4 Exemptions from Dog Runs**

Shelters for dogs rescued from dog fights shall be exempted from having a dog run. A prescribed rehabilitation program shall be provided.

#### **4.2.5 Humidity and Ventilation**

The indoor portion of the shelter where animals are housed shall be ventilated in such a manner as to provide fresh air to maintain health and comfort of the animals.

#### **4.2.6 Water Supply**

All shelter shall be supplied with a sufficient amount of running water for the purpose of maintaining proper sanitary conditions. The shelter shall also provide a sufficient and permanent supply of potable water for the animals.

#### **4.2.7 Lighting**

Electrical lighting shall be provided in all shelters.

#### **4.2.8 Drainage System**

The shelter shall have an open drainage at a width of 0.60m and a depth of 0.50m and floors shall slope towards a drain that is outside the animal living areas. A drain opening of not less than 20cm diameter is recommended and it shall be covered by a strainer grid. The provision of mains sewers, a septic tank is essential and built in accordance with the building code.

## **Section 5.0 ANIMAL CARE AND FACILITY MAINTENANCE**

### **5.1 Nutrition and Dietary Needs of Animals**

The right amount and kinds of food appropriate to the species shall be given to the animals in the facility. Animals in shelters shall be fed at least twice a day.

Water shall be made available at all times.

### **5.2 Feeding**

The feeding regime shall be set out clearly. Feeding times shall be regular and adhered to, and concise written instructions shall be available for staff reference. Keep a wipeable white/black board in the food preparation area, showing the dietary requirements of each animal.

The principles below shall be complied with when feeding:

- a. ensure a balanced diet
- b. fresh clean water shall be available at all times
- c. do not organize exercise sessions for the animals immediately after eating
- d. avoid sudden changes in diet
- e. do not overfeed.
- f. there shall be 1:1 for food bowls

The food preparation area shall be kept clean and orderly. Utensils shall be practical and readily at hand. Keep the food preparation to a minimum and allot time socializing with the animals.

### **5.3 Storage of food**

Animal food in original packaging shall be stored at least 0.30 meters above the floor on clean racks, dollies or other clean surfaces, in such a manner as to protect from water and other contamination. Unsealed bags of animal food shall be stored in covered metal or covered heavy duty plastic containers at least 0.30 meters above the floor on clean racks, dollies or other clean surfaces, in such a manner as to protect from water and other contamination. Fresh food that will not be consumed within the day shall be stored with proper refrigeration.

### **5.4 Health Care**

5.4.1 Any animal which appears sick or injured shall be given immediate medical treatment.

5.4.2 All dogs and cats shall be vaccinated against rabies.

5.4.3 All dogs and cats shall be neutered as soon as they are healthy enough to undergo surgery.

5.4.4 All dogs and cats shall be routinely treated for ticks, fleas and worms. Neutered cats shall have an easily visible ear notch or tattoo, to avoid the risk of exposure to a second operation.

5.4.5 Each dog and cat shall be identified by tattoo or microchip.

## **5.5 Vaccinations**

All shelter animals shall have updated vaccinations against rabies.

Vaccination for dogs against Canine Parvovirus (CPV), Canine Distemper virus (CDV), Canine Adenovirus (Canine Hepatitis), Parainfluenza and Leptospirosis are required.

Vaccination for cats against Infectious Panleukopenia, Herpesvirus, Calicivirus Respiratory infection are strongly recommended.

## **5.6 Euthanasia Protocols**

All shelters shall have euthanasia protocols which ensure that animals do not suffer or remain untreated.

Sick animals shall either be under a treatment program, if treatable, or euthanized if untreatable, as determined by a licensed veterinarian.

## **5.7 Removal of dead animals**

Dead animals shall be properly disposed of immediately.

## **5.8 Facility Maintenance**

### **5.8.1 Cleaning Protocols**

All shelters shall implement protocols to inspect the facility thoroughly at least three times a day.

5.8.1.1 Disinfecting footbath or spray may be made available at the entrance of the facility.

5.8.1.2 A disinfectant capable of eliminating animal viruses and bacteria shall be used in washing down runs, pens and interior areas of the shelter.

5.8.1.3 Such disinfectants shall be used in a manner not harmful to animals.

5.8.1.4 Runs and pens shall be cleaned and disinfected before use by another animal.

5.8.1.5 Feces and other excreta shall be removed from pens, runs and roughs immediately.

- 5.8.1.6 Cleaning equipment shall be available for the proper storage or disposal of waste material to control vermin, insects and obnoxious odors.

## **5.9 Cleaning of Feeding Utensils**

Feeding bowls and dirt trays can harbor disease and so they shall be thoroughly cleaned. Stainless steel is the best material because it is strong and easy to keep clean. Wash the bowls and other utensils and empty the water troughs once all animals have been fed and are resting.

## **5.10 Vermin Control**

It is important to control insects and vermin (infestation) and care shall be taken to eliminate vermin host sites as much as possible. Food shall not be left uncovered and spilt food shall be cleaned up.

## **5.11 Disease Control**

All reasonable precautions shall be taken to prevent and control the spread of infectious or contagious disease among the animals. Any outbreak of infectious disease, such as kennel cough or cat flu, shall be immediately treated, the animal isolated and then the outbreak investigated to prevent further spread and determine what precautions can be taken to reduce future outbreaks.

## **Section 6.0 TRANSPORTATION**

- 6.1 All animals transported by animal control officers/shelter keepers shall be transported in an enclosed well ventilated vehicle. Vehicles used to transport animals shall be structurally sound and maintained in good condition to prevent injury to animals carried therein.
- 6.2 All animals shall be transported in the shortest practicable time. They shall not be kept inside parked vehicles under the sun or in hot weather without adequate ventilation and shade provided including water. The shelter vehicle especially designed or regularly used for transporting animals shall protect animals from injury, have non-slip floors, provide easy access and operator safety, protect against extremes of temperature, protect against unauthorized release of animals, protect against human harassment in public areas, easy to clean and disinfect, and supplied with clean, secure cages or carry baskets for cats or very small dogs and with separate compartments or partitions for larger dogs. Transport cages shall permit animals to turn around but otherwise be small enough to avoid trauma during transport.
- 6.3 The vehicle shall have appropriate ramp to allow dogs to disembark naturally and prevent them from jumping.
- 6.4 Transportation of all animals shall be in accordance with the DA - Administrative Order No. 19 s.2006, "Rules and Regulations on the Transport of Live Animals by Land".



## **Section 7.0 HUMANE CATCHING OF ANIMALS**

7.1 Animals shall be captured, transported and restrained in most humane manner. No dragging, whipping, throwing, unnecessary lifting and pulling, by the neck, ears or the legs of the animal shall be done. The following shall be considered:

### **7.2 Selection Criteria for Personnel / Catching Team**

- 7.2.1 A mature individual that shall have empathy and act humanely towards dogs and animals in general.
- 7.2.2 Shall have undergone training on humane handling of animals conducted by experts on the field.
- 7.2.3 Shall be courteous to the public.
- 7.2.4 Shall be appropriately dressed (uniform) and identifiable preferably in uniform with visible personal identification.
- 7.2.5 Catching team shall consist of at least 2 animal catchers and 1 driver.

### **7.3 Selection Criteria for Equipment**

- 7.3.1 Pole Nets – used to capture moving animals without harming them, allows catching more than 2 dogs. Net shall be deep enough to be twisted to fully restrain the dog.
- 7.3.2 Loop Pole – allows restrain of dog while maintaining a safe distance.
- 7.3.3 Cage Trap – used for elusive dogs and cats.

### **7.4 Chemical Capture Through the Use of Tranquilizer or Anesthetics**

Chemical capture is used for the capture of wild animals and vicious animals. Only licensed veterinarians or veterinary technicians who have been trained in performing chemical capture shall perform this method. Recommended method of administration is by blow pipe or syringe mounted on pole.

7.4.1 The following chemicals are recommended for use in chemical capture:

- Tranquilizer: Acepromazine
- Anesthetics: Xylazine and Ketamine combination, Tiletamine

## **7.5 Lifting and Carrying of Dogs**

Personal safety is of primary concern. For vicious and elusive dogs, net pole or loop pole shall be used appropriately.

## **Section 8.0 MANAGEMENT**

### **8.1 Documentation**

All documentation of animals adopted, neutered, euthanized shall be submitted to the Animal Welfare Division – Bureau of Animal Industry by all registered shelters annually.

### **8.2 Fees and Charges**

Fees shall be charged for adoption and redemption

### **8.3 Adoption**

All adopted dogs and cats will be documented with name, contact details and address of adopter, and proper description of the animal.

All shelters placing animals for adoption or rehoming shall ensure that all animals adopted out are neutered and vaccinated prior to release.

### **8.4 Personnel**

All shelters shall have someone responsible for keeping records and addressing concerns and queries regarding intake, adoptions, euthanasia and veterinary services.

All shelters shall have at least one licensed veterinarian who can regularly check on all animals in the facility. A copy of the employment contract shall be submitted to the BAI-AWD.

This veterinarian shall take care of all medical needs of rescued animals. Shelter veterinarians shall have an S2 license.

All employees assigned to perform catching, seizing or rescuing shall be duly trained and given proper preventive vaccinations to avoid accidents and injuries on either the animals or the personnel.

Training for humane capture shall be provided either by a non-government or government agency.

Maintenance Personnel shall be available to ensure that the animals in shelters are fed and cleaned regularly, at appointed times. On-call or stay-in personnel shall be present in the facility to ensure immediate action during animal emergencies.

## **Section 9. MANDATORY SHELTER REGISTRATION WITH THE ANIMAL WELFARE DIVISION OF BUREAU OF ANIMAL INDUSTRY**

All shelters as referred to in the definition shall be registered with the Bureau of Animal Industry as stated in Section 2 of RA 8485.

## **Section 10. ROLE OF THE BUREAU OF ANIMAL INDUSTRY, LGU'S AND OTHER CONCERNED AGENCIES**

The Bureau of Animal Industry shall register all facilities or structure for the confinement of animals where they are bred, treated, maintained or kept either for sale or trade or for training purposes pursuant to the provisions of DA-AO No. 8 series of 1999, R.A. 8485 and R.A. 9482, where euthanasia shall also be conducted. The BAI shall facilitate information exchange; review and monitor approved facilities and provide policy advice.

The Director may, consistent with its powers, duties and responsibilities for the purpose of ensuring the effective and efficient implementation of the rules and regulations promulgated there under, call upon any government agency for assistance, with such government agency using its own available fund for the purpose.

## **Section 11. PENAL PROVISIONS**

Violation of any of the provisions of this Rules and Regulations shall be penalized in accordance with R.A. 8485 as amended.

## **Section 12. SEPARABILITY CLAUSE**

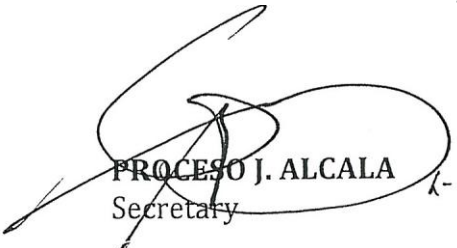
If any provision of this Circular is declared unconstitutional or invalid, the remaining portions thereof which are not affected thereby shall continue to be in full force and effect.


## **Section 13. REPEALING CLAUSE**

All existing administrative orders, circulars, rules and regulations or parts thereof which are inconsistent with the provisions of this circular are hereby repealed or modified accordingly.

## **Section 14. EFFECTIVITY**

This circular shall take effect fifteen (15) days after its publication in the Official Gazette or in any newspaper of general circulation. Three certified copies shall be submitted to the National Administrative Register at the University of the Philippines Law Center.

  
**PROCESO J. ALCALA**  
Secretary

DEPARTMENT OF AGRICULTURE  
  
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