



MEMORANDUM CIRCULAR

No. 60
 Series of 2025

SUBJECT : PROCESSING SCHEDULE FOR ONLINE LOCAL SHIPPING PERMIT (OLSP) APPLICATIONS DURING THE 2025-2026 HOLIDAY SEASON

This is to inform all concerned personnel and stakeholders regarding the schedule for the processing of Online Local Shipping Permit (OLSP) applications at the National Veterinary Quarantine Services Division (NVQSD) – Central Office (CO) in observance of the upcoming Christmas and New Year holidays.

Please be advised that there will be **no processing** of Online Local Shipping Permit (OLSP) applications on the following dates:

DATE	DAY	OBSERVANCE
December 24, 2025	Wednesday	Christmas Eve
December 25, 2025	Thursday	Christmas Day
December 31, 2025	Wednesday	New Year's Eve
January 1, 2026	Thursday	New Year's Day

Relative to this, shippers are strongly advised to plan their OLSP application submissions accordingly to prevent any delays in shipping and transport schedules. Processing will resume on the next official working day following the holiday.

In addition, a special schedule will be implemented for the processing of OLSP applications on **December 30, 2025 (Tuesday)**. All shippers are strongly advised to submit applications until 5:00 PM only. Applications submitted **beyond 5:00 PM** shall be processed on the next official working day.

All NVQSD-CO personnel designated as Reviewers and Approvers as per BAI-Special Order No. 85, Series of 2025 for OLSP applications, shall observe a Work-from-Home (WFH) arrangement on December 30, 2025 and are directed to strictly adhere to this work set-up.

Stakeholders are likewise requested to take note of these dates and schedules.

For your information and compliance.

Done this 17th of December 2025 at Quezon City.

ANTHONY C. BUCAD, DVM
 Officer-in-charge, Office of the Director

