



External Services



1. Inspection of Animals Prior to Slaughter

Animals are inspected before slaughter and checking of documents.

Office or	City Veterinary Office				
Division:					
Classification:	Simple				
Type of	G2C – Government	to Citizen			
Transaction:					
Who may avail:	Requesting Clients	who bring ar			
CHECKLIST OF I			WHERE TO SE		
Livestock Handler	's Permit	Bureau of A	nimal Industry (I	BAI)	
2. Veterinary Health	Certificate	Requesting	Client		
Shipping Permit			Office of the place	e of origin	
CLIENT STEPS	AGENCY	FEES TO	PROCESSIN	PERSON	
OLILIAI OILI O	ACTIONS	BE PAID	G TIME	RESPONSIBLE	
1. Present	1. Check	Inspection	2 minutes per	Meat Inspector	
requirements to	documents and	Fee: Php	animal (Ante-	City Veterinary	
the City Veterinary	examine the	25.00/ani	mortem	Office	
Office	animals.	mal	inspection)		
			3 minutes		
			(post-mortem		
			inspection)		
	TOTAL:	Inspectio	2 minutes		
		n Fee:	per animal		
		Php	(Ante-		
		25.00/ani	mortem		
		mal	inspection)		
	3 minutes				
			(post-		
			mortem		
			inspection)		





Free-Anti Rabies Vaccination is conducted at the request of the barangay or subdivision concerned.

Office or Division:	City Veterinary Office				
Classification:	Simple				
Type of	G2C – Government to Citizen				
Transaction:					
Who may avail:	Constituents (per Barangay/Subdivison)				
CHECKLIST OF I	OF REQUIREMENTS WHERE TO SECURE				
Request Letter (1 Receiving Copy)	Request Letter (1 Original Copy, 1		Requesting Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE	
1. Submit request letter addressed to the City Mayor.	1. Receive Request Letter	None	1 minute	Staff City Mayor's Office	
	1.1 Approve Request	None	7 days	City Mayor City Mayor's Office Or City Administrator City Administrator's Office	
2. Proceed to the venue of the vaccination for registration and administration of the vaccine.	2. Travel to vaccination site (upon schedule) to conduct the activity.	None	30 minutes	City Veterinarian Or Meat Inspector City Veterinary Office	
	2.1 Conduct actual vaccination activity.	None	3 hours	City Veterinarian Or Meat Inspector City Veterinary Office	
	TOTAL:	None	7 Days, 3 Hours and 30 Minutes		

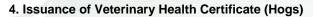


3. Issuance of Veterinary Health Certificate (Dogs and Cats)

Dogs and cats are evaluated and check for any signs and symptoms of disease via routine inspection.

Office or	City Veterinary Office			
Division:				
Classification:	Simple			
Type of	G2C – Government to Citizen			
Transaction:				
Who may avail:	Constituents (per B	arangay/Sub	divison)	
CHECKLIST OF I	REQUIREMENTS WHERE TO SECURE			CURE
1. Dog or cat to be o	checked Requesting Client			
CLIENT CTERS	AGENCY	FEES TO	PROCESSIN	PERSON
CLIENT STEPS	ACTIONS	BE PAID	G TIME	RESPONSIBLE
1. Bring dog/s or	Examine the	None	30 minutes	City Veterinarian
cat/s to the City	animal and issue			City Veterinary
Veterinary Office	an updated			Office
for examination.	vaccination card.			
	1.1 Issue	None	1 minute	City Veterinarian
	Veterinary Health			City Veterinary
	Certificate.			Office
	TOTAL:	None	31 Minutes	





Veterinary Health Certificates are being issued to hog raisers.

Office or Division:	City Veterinary Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen, G2B - Government to Business Entity			
Who may avail:	Hog raisers (Backya	ard and Com	mercial)	
CHECKLIST OF F	REQUIREMENTS WHERE TO SECURE			
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
Request City Veterinarian to visit the livestock farm for examination of	Visit livestock farm to examine the hog/s.	None	30 minutes	City Veterinarian City Veterinary Office
hogs.	1.1 Issue Veterinary Health Certificate.	None	1 minute	City Veterinarian City Veterinary Office
	TOTAL:	None	31 Minutes	



5. Issuance of Veterinary Health Certificate (Goats)

Veterinary Health Certificates are being issued to goat raisers.

Office or Division:	City Veterinary Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen, G2B - Government to Business Entity			
Who may avail:	Goat raisers (Backy	ard and Com	nmercial)	
CHECKLIST OF I			WHERE TO SE	CURE
None		N/A		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
Request for the City Veterinarian to visit the livestock farm for examination of goats.	1. Retrieve blood samples from goats for CAE from the Bureau of Animal Industry (BAI).	None	1 week	City Veterinarian City Veterinary Office
	1.1 Issue Veterinary Health Certificate	None	1 minute	City Veterinarian City Veterinary Office
	TOTAL:	None	1 Week and 1 Minute	





Prior to shipment all animals are inspected. .

Office or Division:	City Veterinary Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen, G2B - Government to Business Entity			
Who may avail:	Dog/Cat owners; Ho	og Raisers (E	Backyard and Co	mmercial)
CHECKLIST OF F			WHERE TO SE	
1. Animal to be chec	ked	Requesting	Client	
CLIENT STEPS	AGENCY FEES TO PROCESSIN PERSO			PERSON RESPONSIBLE
For Dogs and Cats – Bring dog/s or cat/s to the City Veterinary Office for examination. For Hogs – Request for the City Veterinarian to visit the livestock farm for examination of hogs.	Examine the animal and issue an updated Vaccination Card. Visit the livestock farm to examine the hogs.	Php 150.00 per animal	30 minutes	City Veterinarian Or Meat Inspector City Veterinary Office
2. Receive Veterinary Shipping Permit.	2. Issue Veterinary Shipping Permit.	None	3 minutes	City Veterinarian City Veterinary Office
	TOTAL:	Php 150.00 per animal	33 Minutes	



7. Veterinary Consultation

Pet owners can bring their respective pets to the City Veterinary Office for free consultations.

Office or Division:	City Veterinary Office				
Classification:	Simple	Simple			
Type of	G2C – Government	to Citizen			
Transaction:					
Who may avail:	Dog/Cat owners				
CHECKLIST OF	REQUIREMENTS		WHERE TO SE	CURE	
Record of Animal available)	(1 Original Copy, if	City Veterin	ary Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE	
1. Bring dog/s or cat/s to the City Veterinary Office for consultation.	1. Examine the animal.	None	30 minutes	City Veterinarian City Veterinary Office	
	1.1 If the animal is found to be sick, issue the necessary prescription and advice.	None	3 minutes	City Veterinarian City Veterinary Office	
	TOTAL:	None	33 Minutes		



