



## **City Veterinary Office**

### **External Services**



## 1. Inspection of Animals Prior to Slaughter

Animals are inspected before slaughter and checking of documents.

<b>Office or Division:</b>	City Veterinary Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Requesting Clients who bring animals for slaughter			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Livestock Handler's Permit		Bureau of Animal Industry (BAI)		
2. Veterinary Health Certificate		Requesting Client		
3. Shipping Permit		Veterinary Office of the place of origin		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present requirements to the City Veterinary Office	1. Check documents and examine the animals.	Inspection Fee: Php 25.00/animal	2 minutes per animal (Ante-mortem inspection)  3 minutes (post-mortem inspection)	<i>Meat Inspector I</i> Or <i>Meat Inspector II</i> City Veterinary Office
	<b>TOTAL:</b>	<b>Inspection Fee: Php 25.00/animal</b>	<b>2 minutes per animal (Ante-mortem inspection)</b>  <b>3 minutes (post-mortem inspection)</b>	



## 2. Free Anti-Rabies Vaccination

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

<b>Office or Division:</b>	City Veterinary Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Constituents (per Barangay/Subdivision)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request Letter (1 Original Copy, 1 Receiving Copy)		Requesting Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit request letter addressed to the City Mayor.	1. Receive Request Letter	None	1 minute	<i>Staff</i> City Mayor's Office
	1.1 Approve Request	None	7 days	<i>City Mayor</i> City Mayor's Office Or <i>City Administrator</i> 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	<i>City Veterinarian</i> Or <i>Meat Inspector I</i> City Veterinary Office
	2.1 Conduct actual vaccination activity.	None	3 hours	<i>City Veterinarian</i> Or <i>Meat Inspector I</i> City Veterinary Office
	<b>TOTAL:</b>	<b>None</b>	<b>7 Days, 3 Hours &amp; 30 Minutes</b>	



### 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.

<b>Office or Division:</b>	City Veterinary Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Constituents (per Barangay/Subdivision)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Dog or cat to be checked		Requesting Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Bring dog/s or cat/s to the City Veterinary Office for examination.	1. Examine the animal and issue an updated vaccination card.	None	30 minutes	<i>City Veterinarian</i> City Veterinary Office
	1.1 Issue Veterinary Health Certificate.	None	1 minute	<i>Meat Inspector II</i> City Veterinary Office
	<b>TOTAL:</b>	<b>None</b>	<b>31 Minutes</b>	



#### 4. Issuance of Veterinary Health Certificate (Hogs)

Veterinary Health Certificates are being issued to hog raisers.

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



## 5. Issuance of Veterinary Health Certificate (Goats)

Veterinary Health Certificates are being issued to goat raisers.

<b>Office or Division:</b>	City Veterinary Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen, G2B - Government to Business Entity			
<b>Who may avail:</b>	Goat raisers (Backyard and Commercial)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		N/A		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. 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	<i>City Veterinarian</i> City Veterinary Office
	1.1 Issue Veterinary Health Certificate	None	1 minute	<i>Meat Inspector II</i> City Veterinary Office
	<b>TOTAL:</b>	<b>None</b>	<b>1 Week and 1 Minute</b>	



## 6. Issuance of Veterinary Shipping Permit

Prior to shipment all animals are inspected. .

<b>Office or Division:</b>	City Veterinary Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen, G2B - Government to Business Entity			
<b>Who may avail:</b>	Dog/Cat owners; Hog Raisers (Backyard and Commercial)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Animal to be checked		Requesting Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. <b>For Dogs and Cats</b> – Bring dog/s or cat/s to the City Veterinary Office for examination.  <b>For Hogs</b> – Request for the City Veterinarian to visit the livestock farm for examination of hogs.	1. Examine the animal and issue an updated Vaccination Card.  1.1 Visit the livestock farm to examine the hogs.	Php 150.00 per animal	30 minutes	City Veterinarian Or Meat Inspector II City Veterinary Office
2. Receive Veterinary Shipping Permit.	2. Issue Veterinary Shipping Permit.	None	3 minutes	Meat Inspector II City Veterinary Office
	<b>TOTAL:</b>	<b>Php 150.00 per animal</b>	<b>33 Minutes</b>	



## 7. Veterinary Consultation

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

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





## 8. Issuance of Meat Inspection Certificate

Meat Inspection is important before shipping off to the market for selling.

<b>Office or Division:</b>	City Veterinary Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – Government to Business Entity			
<b>Who may avail:</b>	Meat Dealers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Ante-Mortem and Post-Mortem Slip		City Veterinary Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present carcass to the City Veterinary Office	1. Examine the animal carcass	None	2 minutes	<i>Meat Inspector II</i> Or <i>Meat Inspector I</i> City Veterinary Office
	1.1 Issue Meat Certification Certificate.	None	3 minutes	<i>Meat Inspector II</i> Or <i>Meat Inspector I</i> City Veterinary Office
<b>TOTAL:</b>		<b>None</b>	<b>5 Minutes</b>	