



OFFICE OF THE CITY VETERINARIAN

EXTERNAL SERVICES



1. ABATTOIR SERVICES

All hogs/ cattle and carabao for slaughter are properly examined. Meat Inspection Certificate (MIC) is issued for an assurance that the meat are inspected and fit for human consumption.

Office or Division:	City Veterinarian Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Registration Of Ownership		City Veterinarian Office		
2. Transfer of Ownership		City Veterinarian Office		
3. Brgy. Certificate of Ownership		Respective Barangay		
4. Transport permit		City Veterinarian Office		
5. Veterinary Health Certificate		City Veterinarian Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Logbook at the city abattoir.	1.1 Give the logbook to the client	None	1 minute	<i>Veterinary Aide</i> (City Veterinarian Office)
	1.2. Abattoir employee disinfects/sprays the vehicle carrying the animal for slaughter	None	2 minutes	<i>Cleaners</i> (City Veterinarian Office)
2. Clients bring the animal to the coral	2. Butcher assists the client	None	2 minutes	<i>Butchers</i> (City Veterinarian Office)
	2.1. Meat Inspector conducts Ante-mortem inspection	Php 15.00/ head for large catte Php 10.00/ head for hogs	3 minutes	<i>Meat Inspector II</i> (City Veterinarian Office) <i>Administrative Aide I/SH Collector</i> (City Veterinarian Office)



	2.2. Butchering proper	None	15 minutes (Hog) 30 minutes (Cattle and Carabao)	<i>Butchers</i> (City Veterinarian Office)
	2.3. Meat Inspector conducts Post Mortem Inspection	None	10 minutes/head	<i>Meat Inspector II</i> (City Veterinarian Office) <i>Administrative Aide I/SH Collector</i> (City Veterinarian Office)
	2.4. Issuance of Meat Inspection Certificate (MIC)	None	1 minute	<i>Meat Inspector II</i> (City Veterinarian Office)
	2.5. Billing	(Hog) pts - 25/head sf - 2.25/kl shf - 1/kl cf - 20/head pmf - 1/kl ef - 30/kl df - 40/kl bt-klx0.56/1.1 (Cattle) pts - 45/head sf - 2.50/kl shf - 1/kl cf - 25/head pmf - 15/kl ef - 50/kl df - 50/kl bt-klx0.75/1.1	5 minutes	<i>Administrative Aide I/SH Collector</i> (City Veterinarian Office)
	2.6. Delivery of Slaughtered animals to the public market (Meat Section)	None	10 minutes	<i>Butcher</i> (City Veterinarian Office)
	2.7. Post Abattoir Inspection	None	5 minutes	<i>Veterinarian IV</i> (City Veterinarian Office)
3. Payment of fees	3. Collection of Slaughter Fees	None	2 minutes	<i>Admin Aide I/SH Collector</i> (City Veterinarian Office)
TOTAL			56 Minutes	



2. REQUESTING FOR VETERINARY MEDICAL/ TECHNICAL SERVICES

The office accepts veterinary consultation or livestock raiser/ pet owners may request to the following services: vaccination, deworming, castration, animal treatment and farm visitation.

Office or Division:	City Veterinarian Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Logbook in the office.	1. Give the logbook to the client	None	1 minute	<i>Clerical Aide Administrative Aide I (City Veterinarian Office)</i>
2. Client talks to technician/ Veterinarian	2. Technician/ Veterinarian interviews the client	None	10 minutes	<i>Veterinary IV (City Veterinarian Office)</i>
	2.1 For walk-in clients (usually requesting for rabies vaccination)		3 minutes	<i>Technician Veterinary Aide (City Veterinarian Office)</i>
	2.2. For clients requesting for home visit/service: Technician visits/investigates/ assess animal health status		10 minutes	<i>Veterinary IV (City Veterinarian Office) Technician Veterinary Aide (City Veterinarian Office)</i>



	2.3 Treatment/ other intervention given recommendation		10 minutes	<i>Veterinary IV</i> (City Veterinarian Office) <i>Technician/ Veterinary Aide</i> (City Veterinarian Office)
TOTAL			34 Minutes	



3. SECURING VETERINARY HEALTH CERTIFICATE

Livestock traders and pet owners planning to transport their animal are required to secure veterinary health certificate. This is an assurance that the animal for transport is apparently healthy and free from any communicable disease.

Office or Division:	City Veterinarian Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
(For viajeros):				
1.1 Registration of Livestock, Poultry and By-Products for Transport Carrier.		DARFU-5, Pili Camarines Sur		
1.2 Registration of Ownership of large cattle		City Veterinarian Office		
1.3 Transfer of Ownership of Large Cattle		City Veterinarian Office		
2. Rabies vaccination certificate for dogs and cats.		City Veterinarian Office or Private Veterinarians		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Logbook in the office.	1. Give the logbook to the client	None	1 minute	<i>Clerical Aide Administrative Aide I (City Veterinarian Office)</i>
2. Client talks to Officer of the day	2. Employee interviews/entertains the client.	None	1 minute	<i>Clerical Aide Administrative Aide I (City Veterinarian Office)</i>
3. Submit the required documents for initial assessment and verification	3. Received the required documents and check for completeness 3.1 Issue Order of Payment 3.2 Start processing the request	None	1 minute	<i>Clerical Aide Administrative Aide I (City Veterinarian Office)</i>



4. Pay the required fees at the City Treasure's Office	4. Accept the payment	Php 200.00 (veterinary health certificate) Php 125.00 per head for large cattle (veterinary inspection fee)	3 minutes	<i>Cash Receipt Division</i> (City Treasurer's Office)
5. Return to Office for processing of certificate	5. Check the official receipt 5.1 Issue the Certificate to the Client	None	1 minute	<i>City Veterinarian/ Veterinary IV/ Meat Inspector II</i> (City Veterinarian Office)
	6. Release of Certificate to client	None	1 minute	<i>Clerical Aide Administrative Aide I</i> (City Veterinarian Office)
TOTAL			8 Minutes	