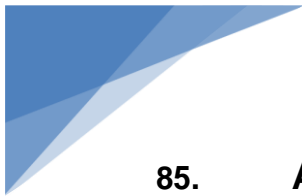




Municipal Veterinary Office

Internal Services



85. Anti- Rabies Vaccination

-Veterinary services are rendered to ensure and promote animal health as well as the owner's welfare. These services include diagnosis and treatment of prevailing diseases, vitamins administration, iron injection, castration, and deworming. Vaccination against hemorrhagic septicemia, hog cholera, and anti-rabies is also done to prevent or abate occurrence of such diseases. (In coordination with the Provincial Veterinary)

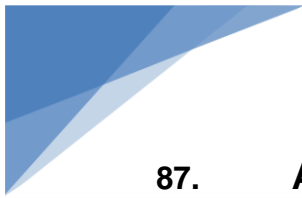
Office or Division:	Municipal Veterinary Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Pet Owners (Walk-In Clients)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Coordinate with MVO Staff For Dog Rabies Immunization	1. For home service pay at Treasurer Office	PHP50.00 per head for home service	3 Minutes	MVO Staff
TOTAL:			1 Minute	



86. Anti- Rabies Mass Vaccination

-Rabies is a deadly viral infection that is spread by infected animals cause by a rabies virus that infects the central nervous system. You can get rabies by close contact with infected saliva (Rabies virus) via bites or scratches from rabid animal like dogs. Rabies cannot be cured but it is preventable through dog vaccination and public awareness on the importance of having pets vaccinated against rabies.

Office or Division:	Municipal Veterinary Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Barangay Non-Government Organization (NGO's)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Schedule for Annual Rabies Immunization	1. Prepare availability of vaccine 2. Coordinate with Barangay Executives re: Vaccination schedule	None	3 Minutes	MVO Staff Municipal Veterinary Office
2. Schedule every first and last quarter of the year	2. Set the schedule	None	5 Minutes	MVO Staff Municipal Veterinary Office
3. Register dog/cat at the Barangay	4. Conduct vaccination	None	2 Minutes	MVO Staff Municipal Veterinary Office
	4.1. Record client and patient's info	None	3 Minutes	MVO Staff Municipal Veterinary Office
	4.2. Do technician's advice/ Client education	None	30 Minutes	MVO Staff Municipal Veterinary Office
TOTAL:		None	43 Minutes	



87. Animal Treatment and Health Services

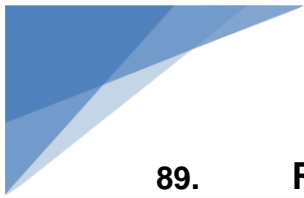
-Veterinary services are rendered to ensure and promote animal health as well as the owner's welfare. These services include diagnosis and treatment of prevailing diseases, vitamins administration, iron injection, castration, and deworming. Vaccination against hemorrhagic septicemia, hog cholera, and anti-rabies is also done to prevent or abate occurrence of such diseases.

Office or Division:	Municipal Veterinary Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Farmers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter/ Number of Animals		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Report animal case at Municipal Vet office in-person or via text message	1. Receive client's information, analyze the situation Facilitate Travel Order and reserve service vehicle	None	30 Minutes	<i>Livestock Technician</i> Municipal Veterinary Office
2. In cases of emergency, pick up Livestock Technician	2. Respond to client's request.	None	30 Minutes	<i>Livestock Technician</i> Municipal Veterinary Office
	2.1. Conduct animal treatment.	None	2 Hours	
3. Provide additional information	3. Record client's data	None	30 Minutes	<i>Livestock Technician</i> Municipal Veterinary Office
4. Do technician's advice	4. Clientele Education Conduct follow-up check up	None	30 Minutes	<i>Livestock Technician</i> Municipal Veterinary Office
TOTAL:		None	3 Hours, 35 Minutes	

88. Animal Dispersal

- The MVO disperses cattle, carabaos, goats and swine to farmers seeking additional income by raising livestock. (Subject to availability of funds from the government and other agencies). Payment term depends on the livestock raised and is specified in the contrary signed by the farmer.

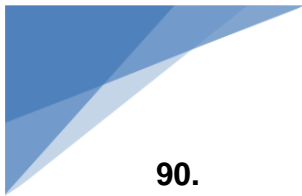
Office or Division:	Municipal Veterinary Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Butcher/ Farmer/ Pet Owner			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certificate of orientation on livestock production		MVO & other Creditable Agencies		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of intent. 2. Validation of farmer	1. Brief the client on the program and its requirements. 2. Assessment of Farmer/Farmer's Cooperative and Association	None	15 Minutes	<i>Livestock Technician</i> Municipal Veterinary Office
1. Submit the accomplished form and the requirement. 2. Interview and contract briefing.	2. Conduct interview and contract briefing social preparation	None	30 Minutes	<i>Livestock Technician</i> Municipal Veterinary Office
TOTAL:		None	45 Minutes	



89. RSBSA Certification/Vaccination Certificate/Animal Health Certification/Meat Inspection Certificate

-This service is being given to provide documents to a requesting client for whatever purpose it may serve.

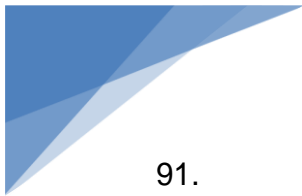
Office or Division:	Municipal Veterinary Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Butcher/ Farmer/ Pet Owner			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certificate of orientation on livestock production		MVO & other Creditable Agencies		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the Municipal Veterinary Office and fill out application form.	1. In case of vaccination certificate, verify records. Issue Tax Order of Payment.	None	30 Minutes	<i>MVO Staff</i> Municipal Veterinary Office
1. Proceed to the designated payment window of the Municipal Treasury for payment	1. Received payment and issued official receipt	PHP 100.00	7 Minutes	<i>RCC</i> Municipal Treasurer's Office
1. Inspection of Animal and farm 2. Inspect the animal before slaughtering (ante mortem) and inspect the meat after slaughtering (post mortem)	1. Issue certification 2. Meat inspector will do ante mortem and post mortem examination	None	5 hours whole duration of Slaughtering	<i>Meat Inspector</i>
TOTAL:		PHP 100.00	5 hours and 37 minutes	



90. Genetic Improvement

-Artificial Insemination (AI) is to improve the quality of animal and increase the population of our domestic buffaloes, cows, and pigs.

Office or Division:	Municipal Veterinary Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Farmer			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request through text and coordinate with the Animal Insemination (AI) Technicians	1. Conduct Artificial Insemination (AI)	None	30 Minutes to 2 hours	<i>AI Technician</i> Municipal Veterinary Office
TOTAL:		None		



91. Anti-Stray Dog Activity

This service is provided in order to prevent stray dogs, in every barangay. An Act providing for the control and elimination of human and animal rabies is the declared policy of the State to protect and promote the people's right to health. A system for the control prevention of the spread, and eventually eradication of human and animal rabies shall be provided, and the need for responsible pet ownership shall be establishment.

Office or Division:	Municipal Veterinary Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Pet Owner			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Assessment of Barangay Status and Population	1. Conduct Anti-stray dog activity	None	3 Hours	Municipal Veterinary Office
2. Schedule of dog catching				
2. Recognition of Best Barangay Anti-stray dog implementers	2. Briefs the client on the program	None	15 Minutes	Municipal Veterinary Office
TOTAL:		None	3 Hours & 15 Minutes	