

4. SERVICE NAME: ISSUANCE OF ANIMAL HEALT INSPECTION CERTIFICATE

Description of the Service: Inspection of animals if healthy and complete documents of the livestock owner before the Issuance of Animal Health Certificate.

Office or Divisions:	CITY VETERINARY OFFICE			
Classification:	SIMPLE			
Type of Transactions:	G2C (GOVERNMENT TO CLIENT)			
Who may avail:	LIVESTOCK RAISER			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CERTIFICATE OF OWNERSHIP		LIVESTOCK OWNER		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client log book in the office	Give the logbook to the client	NONE	2 minutes	MARIEJOYCE A. GABRIEL Administrative Aide I
2. Submit the required documents	Received and verify the documents and check for the completeness	NONE	3 minutes	JASON C. GAÑGAN City Veterinarian
3. Inspection of Animals if healthy	Write inspection report	NONE	5 minutes	
4. Recording and release of animal health inspection report	Issuance and releasing of Animal Health Inspection Certificate if the animals are healthy	NONE	1 hour	MARIEJOYCE A. GABRIEL Administrative Aide I
TOTAL:			1 hour & 10 minutes	