

10. Office of the City Veterinarian

10.1. AVAILMENT OF VETERINARY HEALTH SERVICES

ABOUT THE SERVICE:

One of the missions of the Office of the City Veterinarian is to provide effective and efficient animal health services to animal farmers. These include consultation and treatment of sick animals, vaccination against endemic animal's diseases, vitamin administration, castration and deworming. Animal health services rendered either to walk-in farmers/clients or on schedule visit to different barangays thru Animal Farmers Assistance Center (AFAC)-Mobile Animal Clinic.

CLIENT GROUP:

Livestock and Poultry Raisers, Pet Owners and other Clienteles

REQUIREMENT:

Personal request of farmer/pet owner or written request from the barangay officials for mass vaccination and deworming.

SERVICE SCHEDULES:

Monday to Friday
8:00 AM to 5:00 PM

TOTAL PROCESSING:

45 minutes (travel, queuing and actual conduct of service not included)

TOTAL FEES/CHARGES:

(Please refer to the Revised Sorsogon City Revenue Code of 2011)

PROCESS OF AVAILING THE SERVICE:

Steps Involved	Action of CVO	Transaction Time	Responsible Person/s
1. Proceed to the Office of the City Veterinarian and approach the personnel on duty. Sign the clients' logbook.	Requests the client to sign the Clients' Logbook. Interview the client and give brief discussion on the assistance needed. Records all information given by the client. Refer the client to the City Veterinarian or Veterinary Technician	5 minutes	IRMA M. DISCAYA Livestock Inspector II
2. If the animal/pet being requested for treatment is with the owner, show the pet/animal to the City Veterinarian or Veterinary Technician.	Performs physical examination and treatment to the pet/animal.	15 minutes	DR. ALEXANDER A. DESTURA City Veterinarian

<p>Provide the needed medicine if the medicine is not available.</p> <p>If the request is home/farm visit and conduct of mass deworming, delousing, vaccination and vitamins administration to pet/farm animals in the barangay. Take note of the schedule and provide the necessary data/information.</p>	<p>If medicines are not available, the owner is requested to buy the needed medicine at the AgriVet supply.</p> <p>Sets the schedule of home/farm/barangay visit and request the client to provide sketch of the location of the house /farm.</p>	5 minutes	<p>YSMAEL J. DETERA Livestock Inspector I</p>
<p>3. Be present during the farm/home/barangay visit. Provide necessary assistance to the City Veterinarian or Veterinary Technician.</p> <p>Provide the needed medicine if the medicine is not available.</p>	<p>Performs physical examination and treatment to the pet/animal.</p> <p>If medicines are not available, the owner is requested to buy the needed medicine at the AgriVet supply.</p> <p>The City Veterinarian prescribed veterinary medicines needed for the continuous treatment of the sick/injured pet/animal.</p>	15 minutes	<p>DR. ALEXANDER A. DESTURA City Veterinarian</p> <p>YSMAEL J. DETERA Livestock Inspector I</p>
<p>4. If the activity is Anti-rabies vaccination, request for the vaccination certificate.</p>	<p>Issue's vaccination certificate</p>	5 minutes	<p>DR. ALEXANDER A. DESTURA City Veterinarian</p> <p>YSMAEL J. DETERA Livestock Inspector I</p>

10.2. AVAILMENT OF ARTIFICIAL INSEMINATION SERVICE FOR LIVESTOCK

ABOUT THE SERVICE:

Artificial Insemination (AI) Service is another support service program of the LGU Sorsogon City to the livestock raisers. It aims to improve the genetic make-up of local livestock and increase animal production in terms of meat and milk yield. Boar, Cattle and Carabao semen are available at the AI Center located at Techno Demo Farm, Sitio Madan-an, San Juan Roro, Sorsogon City.

CLIENT GROUPS:

Livestock Farmers, Entrepreneurs

REQUIREMENT:

NONE

SERVICE SCHEDULES :

Monday to Friday
8:00 AM to 5:00 PM

TOTAL PROCESSING:

8 minutes (travel, queuing and actual conduct of Artificial Insemination not included)

TOTAL FEES/CHARGES:

Php. 100.00 – Boar Semen

Php 600.00 – Cattle/Carabao

Php. 20.00 – Catheter (A.I. Service)

PROCESS OF AVAILING THE SERVICE:

Steps Involved	Action of CVO	Transaction Time	Responsible Person/s
1. Proceed to the Artificial Insemination (AI) Center or the Office of the City Veterinarian and inquire on the services needed. Sign the clients' logbook.	Brief the client on the services. Conduct interview and records all the information provided by the client.	5 minutes	YSMAEL J. DETERA Livestock Inspector I
2. Take note of the schedule of visit and provide sketch of farm/home.	Provides the schedule of visit and request the sketch of farm/home. Advise the client to prepare wooden chute where cow and caracow will be inseminated.	3 minutes	
3. During the conduct of AI, be present and prepare the animal	Prepares the packaging of boar, bull or carabull		

and the area where artificial insemination will be conducted. Assist the AI Technician in handling the animal.	<p>semen and paraphernalia for the AI service.</p> <p>Examines and evaluates physically the animal if ready for insemination.</p> <p>Check the animal and the chute if properly secured and conducts actual artificial insemination.</p> <p>Records date of insemination, source of semen used and the age & species of animal served.</p> <p>Advises farmer/client on care and management after A.I. service to animal</p>		
4. Observe the animal if estrus manifest after 21 days. Report at the AI Center if observed.	If AI is not successful, repeat the service.		

10.3. AVAILMENT OF TRAINING AND SEMINAR ON ANIMAL PRODUCTION TECHNOLOGY

ABOUT THE SERVICE:

Training and seminar on animal production is a technology transfer to equip animal farmers with knowledge and skills on how to increase production and income. These include Swine, Goat, Beef & Dairy, Carabao and Poultry Production; Artificial Insemination on Swine; Feed Formulation and other animal products and by-product processing. The training and seminar will be conducted yearly either in the City Veterinary Office or in the barangays.

CLIENTS GROUPS:

Animal Farmers: Entrepreneurs; Animal Products and by Products Processors

REQUIREMENT:

Letter of Request or Personal Request (Fill-up Request Form of Training and Seminar)

SERVICE SCHEDULES:

Monday to Friday
8:00 AM to 5:00 PM

TOTAL PROCESSING:

12 minutes (queuing and travel time not included)

TOTAL FEES/CHARGES:

None

PROCESS OF AVAILING THE SERVICE:

Steps Involved	Action of CVO	Transaction Time	Responsible Person/s
1. Submit letter request to the Office of the City Veterinarian	Receives and evaluates the training request.	1 minute	IRMA M. DISCAYA Livestock Inspector II
2. If request is granted, sign in the clients' logbook and take note of the exact venue of training/ seminar.	Confirms the time, date and venue of the training/ seminar.	2 minutes	IRMA M. DISCAYA Livestock Inspector II
3. Attend the training seminar and assist the Office of the City Veterinarian personnel during the conduct of the activity.	Conducts the training/seminar.		IRMA M. DISCAYA Livestock Inspector II YSMAEL J. DETERA Livestock Inspector I

10.4. ADOPTION, REDEMPTION AND RELEASE OF IMPOUNDED ANIMAL

ABOUT THE SERVICE:

One of the regulatory services of the City Government of Sorsogon through the City Veterinary Office, to support to the national advocacy program on stray dog control, Rabies Elimination Program and Responsible Pet Ownership. A penalty is being imposed on animal owner violator.

CLIENTS GROUPS:

General Public

REQUIREMENT:

- Personal request from pet/animal owner
- Dog Registration Form/Vaccination Certificate
- Proof of Ownership

SERVICE SCHEDULES:

TOTAL PROCESSING :

For release/redemption of impounded animal - 13 minutes

For adoption of impounded animal - 8 minutes

TOTAL FEES/CHARGES:

- | | | |
|--------------|---|---|
| Php 500.00 | - | for processing of release or adoption documents (in case of adoption) |
| Php 20.00 | - | charge for confinement of impounded animals per day basis |
| Php 1,000.00 | - | 2nd offense (penalty). |

PROCESS OF AVAILING THE SERVICE:

Steps Involved	Action of CVO	Transaction Time	Responsible Person/s
For release/redemption of impounded animal			
1. Proceed to the City Animal Pound and verify if their animal is presently impounded. If yes, submit the proof of ownership.	Accommodates the client inside the City Animal Pound and request to submit the requirement.	3 minutes	ARNEL PURA Animal Caretaker at City Animal Pound
	Give a brief lecture on the program and the penalty being imposed. Check if the client has dog chain or cage, dog registration or any proof that he/she owned the dog.	5 minutes	DR. ALEXANDER A. DESTURA City Veterinarian IRMA M. DISCAYA Livestock Inspector II
2. Once the proof of ownership is established, fill-up and sign the release form. Read carefully the waiver before signing.	Check and validates the release form submitted by the client and issue order of payment.	3 minutes	
3. Proceed to City Treasurer's Office and pay corresponding fee. Submit copy of Official Receipt (OR) to the City Animal Pound, sign the logbook and claim the dog.	Receives photocopy of OR and release the impounded dog.	2 minutes	
For adoption of impounded animal (unclaimed after 3 days)			
1. Proceed to the City Animal Pound, approach the Office of the City Veterinarian personnel and sign adoption form.	Receives the signed adoption form. Interview and evaluate the applicant. If applicant passed, issue order of payment.	3 minutes	IRMA M. DISCAYA Livestock Inspector II
2. Proceed to City Treasurer's Office, pay the corresponding fee and present the Official Receipt to the City Animal Pound. Sign in the	Receives photocopy of OR. Ask for the dog chain or animal cage. Records the animal's information and release the animal.	5 minutes	ARNEL PURA Animal Caretaker at City Animal Pound

clients' logbook and claim the animal.			
--	--	--	--

10.5. AVAILMENT OF ANIMAL DISPERSAL

ABOUT THE SERVICE:

Animal Dispersal Program is one of the Animal Production Services of the City Government of Sorsogon through the City Veterinary Office to assist the local farmers in improving and sustaining the livestock and poultry production in the city and to promote alternative source of livelihood particularly the backyard raisers.

CLIENTS GROUPS:

Livestock and Poultry Backyard Raisers

REQUIREMENTS:

- Qualified farmers must attend orientation and trainings/seminars on animal raising
- Community Tax Certificate
- ID picture
- Other documents needed for contract signing

SERVICE SCHEDULES:

Monday to Friday,
8:00 AM to 5:00 PM

TOTAL PROCESSING :

20 minutes (queuing not included)

TOTAL FEES/CHARGES:

Php 5.00/head

PROCESS OF AVAILING THE SERVICE:

Steps Involved	Action of CVO	Transaction Time	Responsible Person/s
1. Proceed to the Office of the City Veterinarian and inquire personnel about the program/ service.	Evaluates the capability of the animal farmer/ recipient. Sets the schedule/ date of orientation/ training/seminar for the qualified farmers/recipient.	5 minutes	YSMAEL J. DETERA Livestock Inspector I
2. Be present during the orientation, training and seminars on Animal Raising.	Conducts the actual orientation, training, seminar on Animal Raising.	1 day	
3. Provide/ submit complete required documents.	Reviews the validity of the requirements of the clients. Prepares the animal for dispersal, contract and	5 minutes	

	other required documents to be signed by the recipient.		
4. Sign the contract and receive the dispersal animal	Releases the animal for dispersal to the qualified recipients.	5 -10 minutes	

10.6. LIVESTOCK TIMBANGAN NG BAYAN

ABOUT THE SERVICE:

It is a support facility to all livestock raisers, dealers and entrepreneurs in the City of Sorsogon. This facility provides free weighing service to farmers of livestock intended for sale to the market. The Livestock Timbangan ng Bayan will not only ensure farmer of accurate weight of their produced animals but also provide information of the prevailing live weight price of livestock.

CLIENTS GROUPS:

Livestock Raisers/Dealers, Meat Dealers, Entrepreneurs

REQUIREMENTS:

None

SERVICE SCHEDULES:

Monday to Saturday,
6:00 AM to 10:00 AM; 2:00 PM to 6:00 PM

TOTAL PROCESSING :

10 minutes (queuing not included)

TOTAL FEES/CHARGES:

Php 5.00/head

PROCESS OF AVAILING THE SERVICE:

Steps Involved	Action of CVO	Transaction Time	Responsible Person/s
1. Approach the Livestock Weighing Scale Operator and request to use the weighing scale and sign the clients' logbook.	Prepares the animal cage in right position and the weighing scale. Brief the farmer/client the process of weighing.	5 minutes	NOEL DELGADO Livestock Weighing Scale Operator
2. Unload the animal/s from the vehicle for weighing and put inside the animal cage. Assist the Livestock Weighing Scale Operator.	Weigh the animal and record the clients/farmers and animal information.		GINA ARIATE Livestock Weighing Scale Operator

3. After weighing, load the animal/s in the vehicle and request for Certificate of Actual Live Weight.	Issues Certificate of Actual Live Weight.	5 minutes	
--	---	-----------	--

10.7. AVAILMENT OF VETERINARY HEALTH CERTIFICATE

ABOUT THE SERVICE:

Veterinary Animal Health Certificate is one of documents secured by the various clienteles for whatever purpose it may serve. City Veterinary Office has technical personnel who is qualified and authorized to certify that the animal is healthy and free from infectious diseases during inspection.

CLIENTS GROUPS:

Animal Farmer, Pet owners, Entrepreneurs, Researchers and other Client.

REQUIREMENT:

- Personal or written request by the client
- Actual examination of the animal
- Vaccination and Medication record to support the health status of Animal
- Certificate of Ownership (for large cattle)

SERVICE SCHEDULES:

Monday to Friday,
8:00 AM to 5:00 PM

TOTAL PROCESSING :

12 minutes (queuing and travel time not included)

TOTAL FEES/CHARGES:

Php 50.00/animal

PROCESS OF AVAILING THE SERVICE:

Steps Involved	Action of CVO	Transaction Time	Responsible Person/s
1. Proceed to the City Veterinary Office and submit request for Veterinary Health Certificate. Take note of the schedule.	<p>Informs the client about the service and the requirements.</p> <p>Interviews and inform the client for physical examination schedule of the animal.</p>	10 minutes	IRMA M. DISCAYA Livestock Inspector II
2. During the conduct of physical examination of animal, be present and assist the City Veterinarian or	Conduct physical examination of the animal. Fill-up the veterinary health		IRMA M. DISCAYA Livestock Inspector II

Veterinary Technician. Secure order of payment and pay corresponding fee at the Office of the City Veterinarian.	certificate and issue order of payment.		Animal Health Service Staff
3. Present the Official Receipt and receive the Veterinary Health Certificate. Sign in the logbook	Issues the Veterinary Health Certificate signed by the City Veterinarian or his authorized representative.	2 minutes	City Veterinarian Animal Health Service Staff

10.8. ACCREDITATION AND LICENSING OF MEAT DELIVERY VEHICLE

ABOUT THE SERVICE:

As mandated in the City Ordinance no. 015 or City Meat Inspection and Regulatory Code and R.A 9296 or Meat Inspection Code of the Philippines all vehicles use for meat delivery within the city should be registered and accredited by the City Veterinary Office to ensure the safety and cleanliness in handling of meat products from meat processing establishment to public market.

CLIENTS GROUPS:

Met Vendors, Meat Dealers and Meat Shop Operators

REQUIREMENT:

- Vehicle LTO Registration (photocopy)
- Vehicle LTO Registration Official Receipt
- Accomplished Application Form
- Health Certificate of the Owner & Delivery Personnel
- Photo of the vehicle recently taken
 - i. Front view
 - ii. Side view (left or right)
 - iii. Back view
 - iv. Inside view

SERVICE SCHEDULES:

Monday to Friday
8:00 AM to 5:00 PM

TOTAL PROCESSING:

15 minutes

TOTAL FEES/CHARGES:

For meat delivery tricycle - P 300.00
for meat delivery van - P 500.00

PROCESS OF AVAILING THE SERVICE:

Steps Involved	Action of CVO	Transaction Time	Responsible Person/s
1. Proceed to the Office of the City Veterinarian	Provide the client a short briefing on the service	10 minutes	IRMA M. DISCAYA

and request for application form for accreditation of meat delivery vehicle.	and its requirements. Check and verify the application filled-up by the client.		Livestock Inspector II
2. Submit the requirements and take note of the schedule of vehicle inspection.	Receives the requirements and inform the client of the schedule of vehicle inspection.	3 minutes	
3. During the conduct of inspection, be present and extend necessary assistance needed by the inspection team. Secure order of payment.	Conduct inspection and issues order of payment.		
4. Proceed to the Office of the City Veterinarian and pay the corresponding fee.	Issue's accreditation certificate signed by the City Veterinarian or his authorized representative.	2 minutes	

10.9. AVAILMENT OF FOOD ANIMAL FOR SLAUGHTERING AND MEAT DELIVERY SERVICES

ABOUT THE SERVICE:

A service facility that provides venue for safe and hygienic slaughtering and conduct of Meat Inspection of all food animals intended for sale and for home consumption within and outside the Sorsogon City.

CLIENTS GROUPS:

Meat Vendors, Meat Processors, Butchers and Animal Raisers

REQUIREMENT:

- Slaughter Permit
- Certificate of Ownership and Transfer (Large Animals)
- Business License (Meat intended for sale)
- Containers for collected blood and offals/entrails

SERVICE SCHEDULES:

Daily

Receiving of stocks	3:00 PM to 7:00 PM
Slaughtering time	12:00 MIDNIGHT to 6:00 AM
Holidays and other special occasion	6:00 AM to 3:00 PM

TOTAL PROCESSING :

For slaughtering of food animals for sale - 6 minutes (queuing time not included)

For slaughtering of food animals for home consumption/special occasion - 9 minutes (queuing and travel time not included)

TOTAL FEES/CHARGES:

Hog/Sheep/Goat		Cattle and Carabao	
Slaughter Permit	P 22.50/head	Slaughter Permit	P 45.00/head
Slaughter Fee	P 22.50/head	Slaughter Fee	P 45.00/head
Corral Fee	P 22.50/head	Corral Fee	P 45.00/head
Ante Mortem Fee	P 7.50/head	Ante Mortem Fee	P 15.00/head
Post Mortem Fee	0.50/head	Post Mortem Fee	P 1.00/head
Delivery Service Fee	P 22.50/head(<60kls) P 22.50/head(>60kls)	Delivery Service Fee	75.00/head
Butchers Fee for Hog/Sheep/Goat		Butchers Fee for Large Cattle	
50 kg	P 25.00	50 kg	P 25.00
51-60 kg	P 30.00	51-60 kg	P 30.00
61-90 kg	P 35.00	61-90 kg	P 35.00
91-120 kg	P 40.00	91-120 kg	P 40.00
120-240 kg	P 45.00	120-240 kg	P 45.00
241-above	P 50.00	241-above	P 50.00

PROCESS OF AVAILING THE SERVICE:

Steps Involved	Action of CVO	Transaction Time	Responsible Person/s
Slaughter of Food Animals for Sale			
1. Bring the live food animal for slaughter at the City Slaughter House and submit required documents to the receiving officer.	Pre-inspects/asses/ evaluates the health condition of incoming animal. Checks and record the required documents (Slaughter Permit, Certificate of Ownership and Transfer) and issues certificate that the animal is in good condition.	4 minutes	IRMA M. DISCAYA Livestock Inspector II YSMAEL J. DETERA Livestock Inspector I
2. Unload the stocks and plastic/stainless containers for blood and entrails.	Receives stocks and plastic/stainless containers.		Animal Keeper
	Conducts Ante Mortem Inspection. Observes the physical condition / behaviour of the animal while on rest and isolates injured animal.		TEODULO C. DIONEDA JR. Meat Inspector II PETER PAUL L. JERESANO Meat Inspector I
	Performs slaughtering, Post Mortem Inspection, branding		TEODULO C. DIONEDA JR. Meat Inspector II

	and weighing of carcass.		PETER PAUL L. JERESANO Meat Inspector I
3. Proceed to the Revenue Collection booth, pay the required fees and present OR to the Meat Inspector. Request for the issuance of Meat Inspection Certificate.	Receives the copy of the OR and issues Meat Inspection Certificate. Releases the meat/ carcass.	2 minutes	TEODULO C. DIONEDA JR. Meat Inspector II PETER PAUL L. JERESANO Meat Inspector I
4. Load the Meat/ carcass to delivery van and deliver to the Public Market/ Meat Shop.			
Slaughter of Food Animals for Home Consumption/Special Occasion			
1. Proceed to the City Slaughterhouse and request for service vehicle.	Records in the logbook and arrange the schedule of service vehicle.	3 minutes	EDGAR D. ERLANO Slaughterhouse Master III GERARDO L. GABITO Slaughterhouse Master II
2. Bring the live food animal for slaughter at the City Slaughter House and submit required documents to the receiving officer.	Pre-inspects/asses/ evaluates the health condition of incoming animal. Checks and record the required documents (Slaughter Permit, Certificate of Ownership and Transfer) and issues certificate that the animal is in good condition.	4 minutes	IRMA M. DISCAYA Livestock Inspector II YSMAEL J. DETERA Livestock Inspector I
3. Unload the stocks and plastic/stainless containers for blood and entrails.	Receives stocks and plastic/stainless containers.		Animal Keeper
	Conducts Ante Mortem Inspection. Observes the physical condition / behaviour of the animal while on rest and isolates injured animal.		TEODULO C. DIONEDA JR. Meat Inspector II PETER PAUL L. JERESANO Meat Inspector I

	Performs slaughtering, Post Mortem Inspection, branding and weighing of carcass.		TEODULO C. DIONEDA JR. Meat Inspector II PETER PAUL L. JERESANO Meat Inspector I
4. Proceed to the Revenue Collection booth, pay the required fees and present OR to the Meat Inspector. Request for the issuance of Meat Inspection Certificate.	Receives the copy of the OR and issues Meat Inspection Certificate. Releases the meat/ carcass.	2 minutes	TEODULO C. DIONEDA JR. Meat Inspector II PETER PAUL L. JERESANO Meat Inspector I
5. Load the Meat/ carcass to the owner's service vehicle.			