



## **Provincial Veterinary Office**



## 1. Consultations for Client Inquiries

Livestock owners provided with technical information and medication regarding the concerns of his/her animal.

<b>Office or Division:</b>	Provincial Veterinary Office			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2C – Government to Citizen, G2G			
<b>Who may avail:</b>	Livestock, poultry farmers, and pet owners			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Livestock owners			Provincial Veterinary Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Signs the logbook	1. Interviews the client, listens to the complaint/ physical examination of animal if it was brought by the client	None	7 Minutes	Dr.F. Provide Acting Department Head Dr. L. Nabos Veterinary I
2. Presents the complains of the animal	2. Gives prescription and further explains details and instructions	None	5 Minutes	
3. Receives prescription/ vet drugs if available	3. Provides available vet drugs, advice client to purchase if otherwise.	None	3 Minutes	
<b>TOTAL:</b>		<b>None</b>	<b>15 Minutes</b>	



## 2. Treatment of Animals (Walk-in)

Providing immediate veterinary medical care for emergency clients.

<b>Office or Division:</b>	Provincial Veterinary Office			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Livestock, poultry farmers, and pet owners			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Vaccination record (1 copy only) Farm management record (1 copy only)			Private/ consulting veterinarian, technician	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Signs the logbook	1. Interviews the client/ history taking	None	2 Minutes	Dr.F. Provideo Acting Department Head
2. Presents the animal to the Veterinarian	2. Listens to client/s complaint/ physical examination of animal		4Minutes	
3. Helps handle/restrain animal only if aggressive to others	3. Administers the available vet drugs, assisted by PVO technician/s	None	5Minutes	Dr. L. Nabos Veterinary I  J. Bianito Farm Superintendent II  J. Mabugnon Farm Superintendent I
4. Receives prescription/vet drugs if still necessary	4.If necessary, gives prescription and explains further the prescription details to the clients		2 Minutes	
	4.1Provides available vet	None	2 Minutes	C. Cane Meat Inspector II  M. Encabo Farm Worker II  L. Dabalos Livestock Inspector II



	drugs, advice client to purchase if otherwise.			
<b>TOTAL:</b>		<b>None</b>	<b>15 Minutes</b>	



### 3. Vaccination of Animals (Walk-in)

Anti-rabies vaccination provided to dogs and cats

<b>Office or Division:</b>	Provincial Veterinary Office			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Farmers/ Livestock and Pet owners/ LGU			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Vaccination record (1 copy only) 2. Farm management record (1 copy only)			Private/ consulting veterinarian, technician	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Brings animal to PVO premises	Interviews the client/ physical examination of the animal	None	4 Minutes	Dr.F. Provide Acting Department Head Dr. L. Nabos Veterinary I J. Bianito Farm Superintendent II J. Mabugnon Farm Superintendent I C. Cane Meat Inspector II M. Encabo Farm Worker II L. Dabalos Livestock Inspector II
2. Signs the logbook	2.Vaccinates the animal	None	4 Minutes	
3. Receives the vaccination certificate	3.Prepare the vaccination certificate	None		
	3.1Advise client for next vaccination schedule	None	2 Minutes	
<b>TOTAL:</b>		<b>None</b>	<b>10 Minutes</b>	



## 4. Issuance of Veterinary Health Certificate

A document issued to shipper stating the physical condition of the animal and duly certified by a licensed Veterinarian that the animal is fit for travel.

<b>Office or Division:</b>	Provincial Veterinary Office			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Farmers/ Livestock and Pet owners/ LGU			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ol style="list-style-type: none"> <li>Barangay Certification (1 copy only)</li> <li>Certificate of Ownership/ Transfer (1 copy only)</li> <li>Police Clearance (1 copy only)</li> <li>Original Receipt (1 copy only)</li> </ol>		Barangay LGU of concerned client Barangay LGU of concerned client PNP Police Headquarter (PHQ) Provincial Treasurer's Office (PTO)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Brings animal to PVO premises	1.Receives/ reviews the required pre-requisite documents	P100.00 as Certification Fee	1 Minute	Dr.F. Provideo Acting Department Head
2. Signs the logbook and receive the veterinary health certificate	2.Record all necessary data. If documents are lacking, return and advise the client to accomplish it.		2 Minutes	Dr. L. Nabos Veterinary I M. Viovicente Farm Superintendent III J. Bianito Farm Superintendent I
3. Receives the vaccination certificate	3.Inspect the animals 3.1Prepares and releases veterinary health certificate		4 Minutes	L. Dabalos Livestock Inspector II J. Mabugnon Farm Superintendent I
			3Minutes	C. Cane Meat Inspector II M. Encabo Farm Worker II G. Bagaloyos Livestock Inspector I



				H. Luna Farm Worker II A. Abubacar Administrative Aide VI J. Lasuña Animal Keeper I
<b>TOTAL:</b>		<b>100.00</b>	<b>10 Minutes</b>	



## 5. Spaying/Castration

A medical operation performed for the removal of reproductive organs for female and testicles for male aimed to control dog and cat population.

<b>Office or Division:</b>	Provincial Veterinary Office			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Pet owners/ LGU			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Pre-appointment 2. Patient have undergone fasting minimum of 6 Hours before surgery 3. Vaccination record (1 copy only) 4. Individual Animal Record (1 copy only)			PVO (at least 1day before schedule)  Private/ consulting veterinarian, technician	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Signs the logbook	1. Interviews the client	None	2 Minutes  4 Minutes  6 Minutes  Spaying - 2 Hours&45Minutes Neutering- 1Hour  3 Minutes	Dr.F. Provide Acting Department Head Dr. L. Nabos Veterinary I J. Mabugnon Farm Superintendent I C. Cane Meat Inspector II M. Encabo Farm Worker II L. Dabalos Livestock Inspector II H. Luna Farm Worker II
2. Presents the animal to the veterinarian	2. Conducts physical examination of animal			
3. Helps/handles restrain animal	3. Administers tranquilizer			
4. Leaves the animal in the surgery room/ wait	4. Performs actual surgery			
5. Receives the animal, prescription & instructions	5. Advises client to come back after 1 week for post-operative check-up and removal of suture			
<b>TOTAL:</b>		<b>None</b>	<b>4 Hours</b>	





## 6. Artificial Insemination (AI)

Breeding services provided by trained technician by manually depositing semen to the female reproductive tract of cattle and carabaos at a proper time through use of instruments.

<b>Office or Division:</b>	Provincial Veterinary Office			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Livestock farmers			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Pre-appointment 2. Artificial Insemination (AI) Chute			PVO  Client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Signs the logbook  2. Waits for the AI technician to be of serviced in their area	1. Interviews the client 2. Advises the client of the standard waiting time and to the availability of AI technician	None	2 Minutes  6 Hours	M. Vioviante Farm Superintendent III L. Dabalos Livestock Inspector II B. Caorong Market Specialist I
	2.1 Performs rectal palpation/ pregnancy diagnosis 2.2 Prepares AI materials/ thawing of frozen semen/ actual insemination 2.3 Advises the client to rest the animal after insemination	None	5 Minutes  5 Minutes	A. Abubacar Administrative Aide VI G. Bagaloyos Livestock Inspector I J. Lascaña Animal Keeper I J. Mabugnon Farm Superintendent I C. Cane Meat Inspector II
			1 Minute	
<b>TOTAL:</b>		<b>None</b>	<b>6Hours &amp; 13 Minutes</b>	



## 7. Blood and Fecal Collection

Collection of blood and feces of poultry for laboratory analysis aimed for disease surveillance and monitoring.

<b>Office or Division:</b>	Provincial Veterinary Office			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2C – Government to Citizen, G2G			
<b>Who may avail:</b>	Livestock owners, farms			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Live Animal</li> <li>• Filled-up laboratory forms(1 copy only)</li> </ul>			PVO	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Signs the logbook	1.1Interviews the client/ fills-up laboratory form 1.2Conducts physical examination of the animal 1.3Collects blood and or fecal samples	None	5 Minutes	L. Dabalos Livestock M. Encabo Farm Worker II  Dr. Provideo Acting Department Head Dr. Nabos Veterinary I
		None	5 Minutes	Dr. Provideo Acting Department Head Dr. Nabos Veterinary I
2. Signs the laboratory form	Processes, labels and stores the samples		1 Hour	L. Dabalos Livestock M. Encabo Farm Worker II
			50 Minutes	J. Mabugnon Farm Superintendent I C. Cane Meat Inspector II H. Luna Farm Worker II J. Bianito Farm Superintendent I
<b>TOTAL:</b>		<b>None</b>	<b>2 Hours</b>	



## 8. Cutting of Dog and cat head for laboratory analysis

Suspect or non-suspect dog and cat for rabies beheaded for submission to laboratory analysis for confirmation.

<b>Office or Division:</b>	Provincial Veterinary Office			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Dog and cat pet owners			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Dead dog and cat</li> <li>• Filled-up laboratory forms (1 copy only)</li> <li>• Filled-up rabies investigation forms (1 copy only)</li> </ul>			PVO	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Signs the logbook	1. Interviews the client	None	5 Minutes	Dr. Provideo Acting Department Head Dr. Nabos Veterinary I L. Dabalos Livestock Inspector I M. Encabo Farm Worker II J. Mabugnon Farm Superintendent I C. Cane Meat Inspector II M. Viovicente Farm Superintendent III J. Bianito Farm Superintendent I Dr. Provideo
	1.1 Fills-up laboratory form	None	10 Minutes	
	1.2 Fills-up rabies investigation form	None	10 Minutes	
	1.3 Cuts dog/ cat head	None	1 Hour	
2. Signs the forms	2. Packs the specimen air tightly and properly stores frozen ready for shipment to RADDL	None	10 Minutes	



				Acting Department Head Dr. Nabos Veterinary I J. Mabugnon Farm Superintendent I C. Cane Meat Inspector II H. Luna Farm Worker II
<b>TOTAL:</b>		<b>None</b>	<b>1 Hour And 35 Minutes</b>	



## 9. Dog Catching

For health and safety reasons, the Provincial Veterinary Office caters request for the catching of stray dogs to be impounded. The animals are then examined, vaccinated against rabies and given medical attention.

<b>Office or Division:</b>	Provincial Veterinary Office			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2C – Government to Citizen, G2G			
<b>Who may avail:</b>	Dog and cat pet owners, LGUs			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Dog Catching Net			PVO	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Signs the logbook	1. Interviews the client	None	3 Minutes	J. Mabugnon Farm Superintendent I C. Cane Meat Inspector II H. Luna Farm Worker II
	1.1 Agrees with the client as to the time of catching	None	2 Minutes	
	1.2 Conducts actual dog catching	None	45 Minutes	
	1.3 Impounds dogs	None	10 Minutes	
<b>TOTAL:</b>		<b>None</b>	<b>1 Hour</b>	



## 10. Minor Surgery (e.g. simple wound closure)

Perform first aid, such as pressure to stop bleeding, cleaning, removes dead tissue and foreign material from the wound, basic bandaging and suturing is done.

<b>Office or Division:</b>	Provincial Veterinary Office			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2C – Government to Citizen, G2G			
<b>Who may avail:</b>	Livestock, poultry farmers, and pet owners			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Pre-appointment 2. Pre-examination			PVO	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Signs the logbook	1. Interviews the client/ history taking	None	2 Minutes	Dr.F. Provideo Acting Department Head Dr. L. Nabos Veterinary I J. Mabugnon Farm Superintendent I C. Cane Meat Inspector II H. Luna Farm Worker II M. Encabo Farm Worker II L. Dabalos Livestock Inspector I
2. Presents the animal to the Veterinarian	2. Listens to client/s complaint/ physical examination of animal	None	5 Minutes	
3. Helps handle/restrain animal	3. Administers tranquilizer 3.1 Performs actual surgery 3.2 Administers the available vet drugs	None	5 Minutes 1 Hour & 40 Minutes	
4. Receives prescription/vet drugs if still necessary	4. If necessary, gives prescription and explains further the prescription details to the clients 4.1 Provides available vet drugs, advice client to purchase if otherwise.	None	3 Minutes	
		None	3 Minutes	
		None	2 Minutes	
		None		
		None		
<b>TOTAL:</b>		<b>None</b>	<b>2 Hours</b>	



## 11. Major Surgery (e.g. tumor removal, multiple wound laceration)

Perform major surgical operation on tumor removal, multiple wound lacerations

<b>Office or Division:</b>	Provincial Veterinary Office			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2C – Government to Citizen, G2G			
<b>Who may avail:</b>	Livestock, poultry farmers, and pet owners			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Pre-appointment 2. Pre-examination			PVO	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Signs the logbook  2. Presents the animal to the Veterinarian  3. Helps handle/restrain animal  4. Receive prescription/vet drugs if available	1. Interviews the client/ history taking	None	2 Minutes	Dr.F. Provideo Acting Department Head Dr. L. Nabos Veterinary I J. Mabugnon Farm Superintendent I C. Cane Meat Inspector II H. Luna Farm Worker II M. Encabo Farm Worker II L. Dabalos Livestock Inspector I
	2. Listens to client/s complaint/ physical examination of animal	None	5 Minutes	
	3. Administers tranquilizer	None	10 Minutes	
	4. Conducts actual Surgery	None	3 Hours	
	5. Administers the available vet drugs	None	3 Minutes	
	6. If necessary, gives prescription and explains further the prescription details to the clients	None	3 Minutes	
	7. Provides available vet drugs, advise client to purchase if otherwise.	None	2 Minutes	
<b>TOTAL:</b>		<b>None</b>	<b>3 Hours &amp; 28 Minutes</b>	



## 12. Necropsy

Carcass of dead animals opened up, individual organs examined for lesions and samples taken for laboratory examination.

<b>Office or Division:</b>	Provincial Veterinary Office			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2C – Government to Citizen, G2G			
<b>Who may avail:</b>	Livestock and pet owners			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Dead Animal</li> <li>• Filled-up laboratory forms (1 copy only)</li> </ul>			PVO	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Signs the logbook	1.1 Interviews the client and fills-up laboratory form	None	10Minutes	M. Viovicente Farm Sueprintenden t III
		None	2 Hours	J. Mabugnon Farm Superintenden t I
	1.2 Opens carcass of dead animal, examines organs	None	30Minutes	C. Cane Meat Inspector II
		None	20Minutes	L. Dabalos Livestock Inspector I
1.3 Conducts documentation	None		Dr. Provideo Acting Department Head	
1.4 Properly disposes the carcass			Dr. Nabos Veterinarian I J. Mabugnon Farm Superintenden t I C. Cane Meat Inspector II	





				H. Luna Farm Worker II G. Bagaloyos Livestock Inspector I J. Lascuña Animal Keeper I
<b>TOTAL:</b>		<b>None</b>	<b>3 Hours</b>	



### 13. Livestock Dispersal

1. The program aims to improve the social and economic welfare of the communities particularly the indigents by providing livestock and poultry as livelihood for additional source of income for the household. The programs' concept provides for payback scheme wherein qualified beneficiaries are required to return a number of off-springs as part of the agreement through a contract.
2. Provision of livestock and poultry to each household as their livelihood project that generally aims to support families affected by calamities as their rehabilitation or recovery period.

<b>Office or Division:</b>	Provincial Veterinary Office			
<b>Classifications:</b>	Complex			
<b>Type of Transactions:</b>	G2C – Government to Citizen, G2G			
<b>Who may avail:</b>	Farmers, LGUs			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. List of recipients submitted 2. Validation Report 1. Approved final list of recipients			MLGU PVO PVO	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Submits list of recipients	1.1 Receives/ reviews documents	None	10Minutes	J. Bianito Farm Superintendent I M. Dayham Farm Worker I L. Dabalos Livestock Inspector I
	1.2 Validates list of recipients	None	4 Days	J. Bianito Farm Superintendent I M. Dayham Farm Worker I G. Bagaloyos Livestock Inspector I
	1.3 Finalizes of recipients	None	3Hours& 50 Minutes	A. Cayud-ong Livestock Inspector II A. Abubacar Administrative Aide VI



				J. Mabugnong Farm Superintendent I C. Cane Meat Inspector II B. Caorong Market Specialist I
<b>TOTAL:</b>		<b>None</b>	<b>4 Days &amp; 4 Hours</b>	



## 14. Provision of Forage Planting Materials

Distribution of seedlings and cutting as forage and pasture planting materials

<b>Office or Division:</b>	Provincial Veterinary Office			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2C – Government to Citizen, G2G			
<b>Who may avail:</b>	Farmers, LGUs			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Request Letter (1 copy only)			Requesting Party	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Submits request letter/ personal request	1.1 Receives request letter/ interviews client	None	5 Minutes	M. Viovicente Farm Superintendent III
2. Signs the Logbook	1.2 Accompanies client in the forage demo farm	None	10 Minutes	C. Caorong D. Market Specialist I L. Dabalos Livestock Inspector I
3. Receives planting materials	1.3 Provides planting materials/ agrees to the date of delivery	None	2 Hours	E. Pagente Farm Worker II  E. Pagente Farm Worker II
<b>TOTAL:</b>		<b>None</b>	<b>2 Hours &amp; 15 Minutes</b>	



## 15. Request for Resource Speaker

Invitation of PVO staff as lecturer or speaker for a training

<b>Office or Division:</b>	Provincial Veterinary Office			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2C – Government to Citizen, G2G			
<b>Who may avail:</b>	LGUs, Cooperatives, Associations, Schools			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Request Letter (1 copy only)			Requesting Party	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Submits/ emails request letter	1.Receive request letter/ interviews client	None	3 Days	M. Viovicente Farm SuperintendentIII Caorong Market Specialist I L. Dabalos Livestock Insoector I
	1.1Gives office contact number to the client	None		
2. Signs the Logbook	1.2Advises client to follow up within 3 Days through the given contact number for the availability of the requested resource speaker	None		
<b>TOTAL:</b>		<b>None</b>	<b>3 Days</b>	



## 16. Veterinary Medical Mission (VMM)

The Provincial Veterinary Office provides veterinary services for livestock and pets especially dogs. Veterinary services cover consultation, anti-rabies vaccination, deworming, vitamin supplementation and treatment. Clients may request that services be scheduled for their area.

<b>Office or Division:</b>	Provincial Veterinary Office			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2C – Government to Citizen, G2G			
<b>Who may avail:</b>	LGUs, Cooperatives, Associations, Schools			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Request Letter(1 copy only)			Requesting Party	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Submits request letter  2. Signs the Logbook	1. Receives request letter/ interviews client	None	3 Hours	L. Dabalos Livestock Inspector I B. Caorong Markert Specialist I M. Viovicente Famr Superintendent III  F. Provide Acting Department Head Dr. L. Nabos Veterenarian I J. Bianito Farm Superintendent I
	2. Validates requested date with the given office schedule of activities.	None		
	3. Gives office contact number to the client	None		
	4. Advises client to follow up within 3 Days through the given contact number for the availability of the requested schedule	None		
<b>TOTAL:</b>		<b>None</b>	<b>3 Hours</b>	



## 17. Consolidation of Monthly Livestock Reports

Submitted monthly livestock reports from Municipal Agriculture Office consolidated for submission to DA- Regional Office.

<b>Office or Division:</b>	Provincial Veterinary Office			
<b>Classifications:</b>	Complex			
<b>Type of Transactions:</b>	G2G – Government to Government			
<b>Who may avail:</b>	MLGUs			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Complete set monthly livestock, poultry and meat inspection reports:(1 copy only) <ul style="list-style-type: none"> <li>a. Inventory report</li> <li>b. Animal health monitoring</li> <li>c. Routine service reports</li> <li>d. Updated list of commercial and backyard farms</li> <li>e. Forage and pasture reports</li> <li>f. Damage reports(if applicable)</li> </ul>			Respective Municipal Agriculture Offices	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Submits regular monthly reports	1.Checks the completeness of reports	None	5 Minutes	Caorong Market Specialist I
	1.1 Encodes/ consolidates reports	None	7 Days	
<b>TOTAL:</b>		None	7 Days & 5 Minutes	



## 18. Consolidation of Monthly Meat Inspection Reports

Monthly Meat Inspection Reports submitted by Municipal Meat inspectors consolidated for submission to National Meat Inspection Services (NMIS)

<b>Office or Division:</b>	Provincial Veterinary Office			
<b>Classifications:</b>	Complex			
<b>Type of Transactions:</b>	G2G – Government to Government			
<b>Who may avail:</b>	MLGUs			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Meat Inspection Reports (1 copy only)			MLGU	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Submits regular monthly reports	1. Checks the completeness of reports	None	5 Minutes	Cyril Cane Meat Inspector II
	1.1 Encodes/ consolidates reports		7 Days	
<b>TOTAL:</b>		<b>None</b>	<b>7 Days &amp; 5 Minutes</b>	