

Issuance of Animal Health Certificate/Inspection Report

To help and empower the farming and fishing communities and the private sector to produce enough, accessible and affordable food for every Filipino and a decent income for all.

Office or Division:		Municipal Agriculture Office		
Classification:		Simple		
Type of Transaction:		G2C- Government to Citizen		
Who may avail:		All Butchers/Viaheros of Reina Mercedes		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Official Receipt Barangay Certificate Credentials of the Animals			Municipal Treasury Office Barangay where the animals acquired The Requestor	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request Animal Health Certificate	1. Interview client and advice to pay the required fees to the Municipal Treasury Office	None	2 Minutes	<i>Municipal Agriculturist Agricultural Technologist Administrative Aide I Municipal Agriculture Office</i>
2. Processing of request	2. Encode and prepare the certification	None	2 Minutes	<i>Municipal Agriculturist Agricultural Technologist Administrative Aide I Municipal Agriculture Office</i>
3. Client proceed to Municipal Treasury Office for payment	3. Accept payment and issue official receipt	P150.00	2 Minutes	<i>LTOO I Revenue Collection Clerk Administrative Aide I Office of the Municipal Treasury</i>
4. Return to the Municipal Agriculture Office to claim the Animal Health Certificate	4. Issue certification and let the Client signed the receiving copy for file	None	3 Minutes	<i>Municipal Agriculturist Agricultural Technologist Administrative Aide I Municipal Agriculture Office</i>
TOTAL:		None	9 Minutes	