

Transfer of Ownership of Large Cattle

Office or Division:	Municipal Treasury Office			
Classification:	Simple			
Type of Transaction:	G2B/G2c			
Who may avail:	Large Cattle Owners of Reina Mercedes, Isabela			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Original Copy of Ownership		Previous Owner		
Barangay Certification		Barangay Hall (Residence)		
Affidavit of Loss (For Reconstruction)		Public Notary		
Verification Conducted by PNP		PNP – Reina Mercedes, Isabela		
Certification Issued by Meat Inspector (For Slaughter Purposes)		Meat Inspector		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the necessary documents	1. Receive and verify the documents and fill in the required data.	None	3 Minutes	<i>Administrative Aide</i> / Municipal Treasury Office
2. Pay the required fee	2. Prepare and accept payment upon issuance official receipt	₱ 10.00	2 Minutes	<i>Administrative Aide</i> / Municipal Treasury Office
TOTAL			5 Minutes	