



Republic of the Philippines  
**CITY VETERINARY OFFICE**  
Bacolod City

## VETERINARY and SLAUGHTERHOUSE DEPARTMENT

**Mission:** to protect public health against zoonotic diseases, prevent and control outbreak of animal diseases, increase the number and improve the institute measures to safeguard animal welfare, provide hygienic and sanitary slaughtering of livestock.

**Vission:** a unified and highly responsive organization manned with highly competent and dedicated workers committed to protect public health and develop the livestock industry towards the economic upliftment and well being of the community.

**Mandate:** the office is mandated to provide frontline veterinary services, viz: veterinary public health, animal health, livestock and poultry livestock and poultry slaughtering services likewise, the office mandated to implement national laws, policies, rules and regulations as well promulgated to promote and/or regulate activities related to its veterinary functions.

The City Veterinary Office is tasked to deliver basic and frontline service related to:

- A. Veterinary Public Health
- B. Animal Health Services

Address: Ground floor City Hall Building, Luzuriaga Street, Barangay 13, Bacolod City.

Telefax: (034) 4358081

### A. SLAUGHTERHOUSE SERVICES

Personnel assigned at the AVM Bernardo Bacolod City Slaughterhouse is mandated to implement meat inspection rules and regulations, conduct proper meat inspection and certify that meat from the slaughterhouse is safe, hygienic and wholesome for the consumption of public.

<b>Office or Division:</b>	City Veterinary Office
<b>Classification:</b>	<input type="checkbox"/> Simple <input type="checkbox"/> Complex <input type="checkbox"/> Highly Technical
<b>Type of Transaction:</b>	<input type="checkbox"/> G2C - Government to Citizen <input type="checkbox"/> G2B - Government to Business Entry <input type="checkbox"/> G2G - Government to Government
<b>Who may avail:</b>	Meat Vendors, Meat Processors, and Commercial Public
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>

1. For Large Cattle 1.1 Certificate of ownership of large Cattle (COLC) 1.2 Transfer Certificate of Ownership of Large Cattle (TCOLC) 1.3 Veterinary Health Certificate/Shipping permit 2. For Pigs, Goat, Sheep 2.1 Veterinary Health Certificate 2.2 Shipping Permit				
<b>SCHEDULE OF SLAUGHTER</b>				
1. Monday to Sunday 1.1 Night Shift - 8pm to 4am 1.2 Dayshift – 8am to 1pm 1.3 Receiving of animals – 8am to 6pm				
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Check in for slaughter at least 2 hours before slaughter (ANTE-MORTEM).	1. Passed for slaughter or hold as suspect	None	5 minutes	<b>George Presquito</b>  Agricultural Technologist  <b>Bernard Rosales</b>  Utility Worker I  <b>Oscarlito Limos</b>  Meat Inspector II
2. Slaughtering of Animals	c/o AVM Bernardo Slaughterhouse	None	30 minutes	AVM Bernardo Slaughterhouse Personnel
3. POST MORTEM Inspection	City Veterinary Office	None	10-20 Minutes	None

4. Issuance of Meat Inspection Certificate/Releasing	None	None	15 minutes	None
TOTAL		None	1 hour 10 minutes	

Conduct of Post Abattoir inspection by inspectors assigned at Major Markets. In compliance to City Ordinance 459 Task Force Botagoy conducts inspection in all Meat Outlets (Malls, Meat stalls at public Markets, Talipapa etc.)

## B. ANIMAL HEALTH SERVICES

Pursuant to City Ordinance 184 series of 1997, City Ordinance 544 and City Ordinance 866, Rabies Prevention, Control and Eradication Ordinance and responsible pet ownership, the office conducts dog and cat vaccination against rabies.

### 1. WALK IN VACCINATION

Pet's owner should bring their pets to the office for vaccination.

<b>Office or Division:</b>	City Veterinary Office			
<b>Classification:</b>	<input type="checkbox"/> Simple <input type="checkbox"/> Complex <input type="checkbox"/> Highly Technical			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Pets			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None				
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present pets for vaccination	1.1 Verify system for any existing record	None	None	None
	1.2 Checks if the pet is cleared to be vaccinated			
2. Pay Vaccination Fee	2. Refer client to pay at the City Treasurer's Office	Php 50.00 per dog	5 – 10 minutes	City Treasurer's Office

3. Present official receipt to office personnel	3. Acknowledge official receipt and prepare vaccination card	None	10 minutes	<b>Maria Agueda Dela Torre</b> City Veterinarian  <b>Sheila Castro</b> Livestock Inspector I  <b>Julius Galve</b> Utility Worker I  <b>Zane Rey Magallanes</b> Utility Worker II  <b>Joemarie Casilagan</b> Utility Worker I  <b>Manuel Lorenz Caraig</b> Utility Worker I  <b>Raymundo Sapa Jr.</b> Utility Worker I
4. Prepare pet for vaccination	4. Vaccination of Pets	None	5 minutes	
5. Wait for Vaccination Certificate	5. Release Vaccination Certificate	None		
TOTAL		Php 50.00 per dog	25 minutes	

## 2. MASS VACCINATION

City Personnel conducts free house to house vaccination of pets in every barangay. Barangay officers are informed of the schedule prior to that they can inform their constituents and prepare their pets. All pet owners can present pets for vaccination.

## 3. DOG IMPOUNDING

Any Person can request in writing for dog Impounding in their area. Requesting party must state location, contact number and name of requesting party.

#### 4. CLAIMING OF IMPOUNDED DOGS/PETS

Owners must see to it that their pets are in custody at the pound.

<b>Office or Division:</b>	City Veterinary Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Pet Owners			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None				
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. See that pets are at the pound	1. Assist client in looking for their pet around the pound.	None	None	<b>Julius Galve</b> Utility Worker I  <b>Zane Rey Magallanes</b> Utility Worker II  <b>Joemarie Casilagan</b> Utility Worker I  <b>Manuel Lorenz Caraig</b> Utility Worker I  <b>Raymundo Sapa Jr.</b> Utility Worker I
2. Pay Redemption Fee	2. Refer client to pay at the City Treasurer's Office	Php 50.00 per dog	5 – 10 minutes	City Treasurer's Office

3. Present receipt to City Veterinary Personnel for recording and releasing	3.1 Acknowledge receipt and encode necessary data for releasing	None	10 minutes	<b>Maria Agueda Dela Torre</b> City Veterinarian  <b>Sheila Castro</b> Livestock Inspector I  <b>Julius Galve</b> Utility Worker I  <b>Zane Rey Magallanes</b> Utility Worker II  <b>Joemarie Casilagan</b> Utility Worker I  <b>Raymundo Sapa Jr.</b> Utility Worker I  <b>Manuel Lorenz Caraig</b> Utility Worker I
4. Claim impounded pet	4. Release impounded pet			
5. Prepare pet for vaccination and claim Vaccination Certificate	5. Vaccination of Pets and releasing of Vaccination Certificate	None	5 minutes	None
TOTAL		Php 50.00 per dog	25 minutes	

#### 4. DOG SURRENDER

Owner must pay at City Treasures Office P1,000.00 per head to be surrendered per City Ordinance 866. Present receipt to city Veterinary Office for recording and schedule of pick-up.

#### 5. ADOPTION

<b>Office or Division:</b>	City Veterinary Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Capable and willing individuals to adopt pets			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None				
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Select pets to be adopted at the pound	1. Assist client in choosing a pet for adoption	None	Depends on how long a client can select a pet	None
2. Pay Adoption and Rabies Vaccination	2. Refer client to pay at the City Treasurer's Office	For Adoption: Php 100.00 per dog  For Vaccination: Php 50.00 per dog	5 – 10 minutes	None
3. Present receipt to City Veterinary Office for recording and filling up/signing of adoption agreement.	3. Acknowledge receipt and assist client in filling up necessary data for the Adoption Agreement	None	10 – 20 minutes	<b>Maria Agueda Dela Torre</b> City Veterinarian  <b>Sheila Castro</b> Livestock Inspector I

4. Proceed to Anti-Rabies Vaccination	4. Vaccinate pet with Anti-rabies and encode gathered data	None	5 minutes	<b>Julius Galve</b> Utility Worker I  <b>Zane Rey Magallanes</b> Utility Worker II  <b>Joemarie Casilagan</b> Utility Worker I  <b>Raymundo Sapa Jr.</b> Utility Worker I  <b>Manuel Lorenz Caraig</b> Utility Worker I
5. Claim adopted Pet	5. Releasing of Pet			
TOTAL		Php 150.00 per dog	35 minutes	



