



MUNICIPALITY OF TUBIGON

**CITIZEN'S
CHARTER**





**MUNICIPAL
AGRICULTURE OFFICE
(MAO)
ADMINISTRATIVE SERVICES**



4. ANIMAL TREATMENT/VACCINATION/DEWORMING/CASTRATION/ARTIFICIAL INSEMINATION

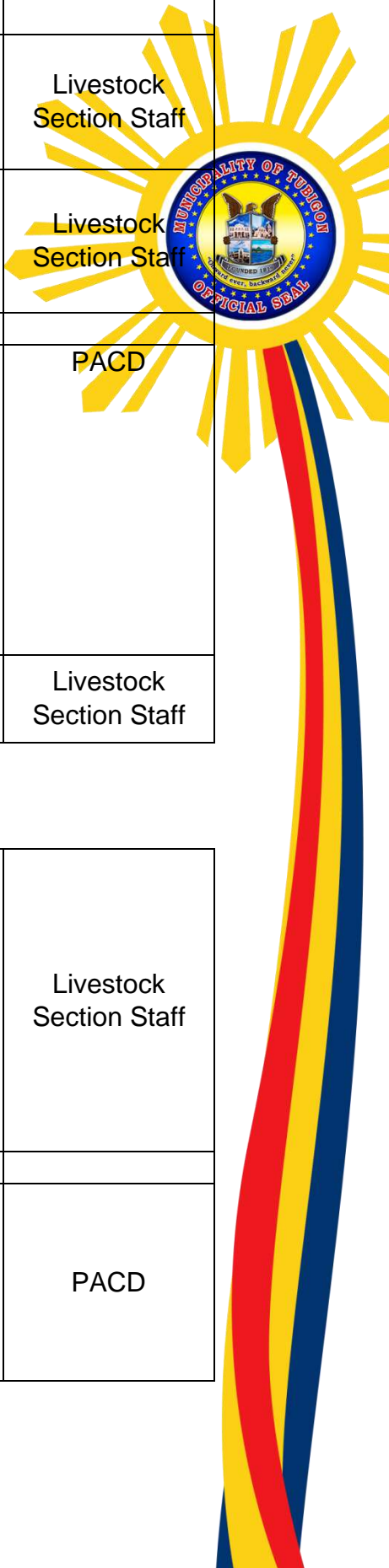
All livestock and poultry raisers and dog owners can avail the services depending on the needs of the animals. Animal treatment refers to the medication of a particular livestock and poultry illnesses and disorders, vaccination signifies animal disease prevention/all dogs are required to be vaccinated pertaining to the Provincial Ordinance No. 2007-012 – Strengthening the Bohol Rabies Prevention and Eradication Program, deworming denotes management against external and internal parasites, castration is the extraction of animal testicles and Artificial Insemination (AI) is the insertion of semens to native/lower breed animals from a high breed large animal and goat.


Office or Division:		MUNICIPAL AGRICULTURE		
Classification:		SIMPLE		
Type of Transaction:		G2C – Government to Transacting Public		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Dog cards with registration information			Barangay	
2. Only 3 mos. old dogs and above could be vaccinated				
3. Only healthy animals are to be vaccinated				
4. Animal treatment consultation				
5. Artificial Insemination – Large Animal & Goat				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Treatment:				
1. Approach PACD and inquire about the services needed	Interview his/her purpose then refer to the person in-charge	None	2 mins.	PACD
2. Approach the Livestock Section Staff	Interview the raiser/owner	None	3 mins.	Livestock Section Staff
3. Give description to the present condition of the animal	a. Refer to symptoms and give initial diagnosis; b. Prescribe medicine.	None	10 mins.	Livestock Section Staff
4. Procure prescribed medicine for treatment	a) Field visit; a) Administer treatment.	None	1-2 hours	Livestock Section Staff
TOTAL		None	2 hours	

Massive Vaccination/ Deworming/ Castration:				
1. Approach PACD and inquire about	Interview his/her purpose then refer to the person in-charge	None	2 mins.	PACD

the services needed				
2. Approach the Livestock Section Staff	a. Interview the raiser/owner; b. Provide schedule of vaccination, deworming and castration.	None	3 mins.	Livestock Section Staff
3. Wait for the scheduled dates	Disseminate communication letter of the scheduled dates	None	As scheduled	Livestock Section Staff
4. Livestock raisers and pet owners gather at the venue	Conduct vaccination/ deworming/ castration	None	As scheduled	Livestock Section Staff
TOTAL		None	4-8 hours	
Walk-in Vaccination (only on dogs' cases):				PACD
1. Approach PACD and inquire about the services needed	Interview his/her purpose then refer to the person in-charge	None	2 mins.	
2. Approach the Livestock Section Staff	Interview the owner	None	3 mins.	Livestock Section Staff

3. Bring dog at the office and dog record if available	a) Examine dog health condition; b) Administer vaccination to healthy dogs of ages 3 months onwards.	None	5 mins.	Livestock Section Staff
TOTAL		None	10 mins.	
Walk-in Deworming (only on dogs' cases):				PACD
1. Approach	Interview his/her purpose then refer to the person in-charge	None	2 mins.	





PACD and inquire about the services needed				
2. Approach the Livestock Section Staff	Interview the owner	None	3 mins.	Livestock Section Staff
3. Give description to the present condition of the dog and ask prescription	Prescribe appropriate dewormer	None	5 mins.	Livestock Section Staff
4. Procure the prescribed dewormer and bring the dog to the office	a) Examine the dog health condition; b) Administer dewormer.	None	2 mins.	Livestock Section Staff
TOTAL		None	10 mins.	

Home Service Castration:				
1. Approach PACD and inquire about the services needed	Interview his/her purpose then refer to the person in-charge	None	2 mins.	PACD
2. Approach the Livestock Section Staff	Interview the raiser/owner;	None	5 mins.	Livestock Section Staff
3. Give description to the present condition of the animal	a. Analyze the condition if castration possible; b. Provide schedule.	None	5 mins.	Livestock Section Staff
4. Prepare the animal for castration	Conduct castration	None	1 hour	Livestock Section Staff
TOTAL		None	1.2 hours	
Artificial Insemination (AI):				
1. Approach	Interview his/her purpose then refer to the person in-	None	2 mins.	PACD

PACD and inquire about the services needed	charge			
2. Approach the Livestock Section Staff	Interview the raiser/ owner	None	5 mins.	Livestock Section Staff
3. Wait for AI schedule	Provide AI schedule	None	2 mins.	Livestock Section Staff
4. Prepare animal chute or A-frame	Perform Artificial Insemination (AI) within animal heat period	None	Within 24 hours	Livestock Section Staff
5. Prepare the animal	Animal inseminated	None	Within 24 hours	Livestock Section Staff
TOTAL		None	As required	