



**MUNICIPALITY OF TUBIGON**

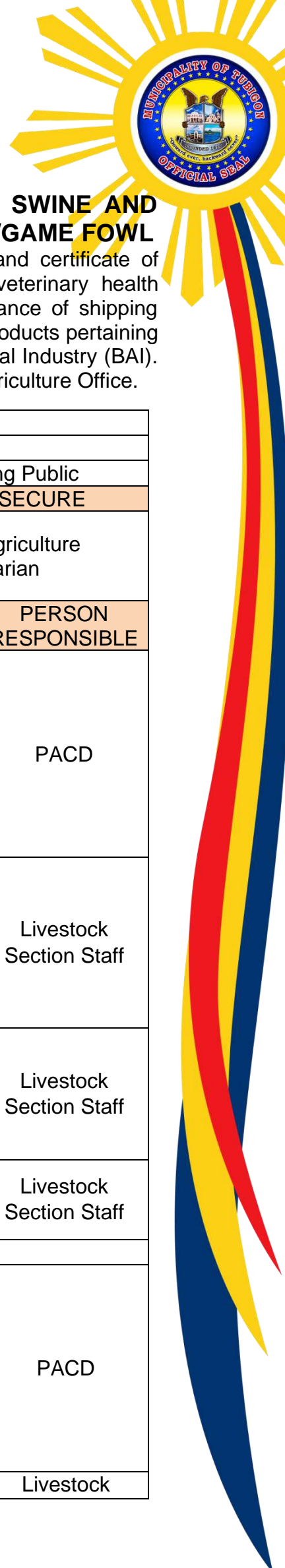
# **CITIZEN'S CHARTER**





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






5. ISSUANCE OF ANIMAL HEALTH CERTIFICATE FOR SWINE AND CERTIFICATE OF VACCINATION FOR DOG/POULTRY/GAME FOWL

All shipment of swine required to furnish animal health certificate and certificate of vaccination for dogs, poultry and game fowls inorder to acquire veterinary health certificate from the Office of the Provincial Veterinarian for the issuance of shipping permit for the local transport of live animals, animal products and by-products pertaining to Memorandum Circular No. 26 Series of 2017 of the Bureau of Animal Industry (BAI). The issuance of such certificate can be obtained from the Municipal Agriculture Office.

Office or Division:		MUNICIPAL AGRICULTURE		
Classification:		SIMPLE		
Type of Transaction:		G2C – Government to Transacting Public		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Dog Vaccination Record (MAO Vaccinated) 1. Poultry/Game Fowl Vaccination Record and Vaccine Label Official Receipt of the product transported			Municipal Agriculture Veterinarian	
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>Swine Animal Health Certificate</b>				
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	a) Interview the shipper and inquire necessary information to fill-up the certificate	None	10 mins.	Livestock Section Staff
3. Wait for the processing	a. Prepare animal health certificate; b. Refer to MA for approval.	None	6 mins.	Livestock Section Staff
4. Received Certificate of Vaccination	Release Certificate of Vaccination	None	2 mins.	Livestock Section Staff
TOTAL		None	20 mins.	
<b>Dog Vaccination Certificate</b>				
1. Approach PACD and inquire about the services needed	Interview his/her purpose then refer to the person in-charge	None	2 mins.	PACD
	a. Interview the	None	10 mins.	Livestock



2. Approach the Livestock Section Staff	<p>shipper and check name from the dog vaccination record if listed;</p> <p>b. If listed, then process certification;</p> <p>c. If none, then advice for dog vaccination (only can travel 2 weeks after vaccination).</p>			Section Staff
3. Wait for the processing	<p>a. Prepare vaccination certificate;</p> <p>b. Refer to MA for approval.</p>	None	6 mins.	Livestock Section Staff
4. Received Certificate of Vaccination	Release Certificate of Vaccination	None	2 mins.	Livestock Section Staff
<b>TOTAL</b>		None	20 mins.	

<b>Poultry/Game Fowl Vaccination Certificate</b>				
1. Approach PACD and inquire about the services needed	c. Interview his/her purpose then refer to the person in-charge	None	2 mins.	PACD
2. Approach the Livestock Section Staff	<p>a. Interview the shipper and examine vaccination record;</p> <p>b. Collect</p>	None	10 mins.	Livestock Section Staff

	vaccine label; Process certification.			
3. Wait for the processing	a. Prepare vaccination certificate; Refer to MA for approval.	None	6 mins.	Livestock Section Staff
4. Received Certificate of Vaccination	Release Certificate of Vaccination	None	2 mins.	Livestock Section Staff
<b>TOTAL</b>		None	20 mins.	

