

# PROVINCIAL VETERINARY OFFICE

ARTA CITIZEN'S UPDATE

## EXTERNAL SERVICES

### A. ANIMAL HEALTH AND MEAT EXTENSION SERVICES DIVISION

#### 1. ISSUANCE OF VETERINARY HEALTH CERTIFICATE (VHC) - for transport

A certificate issued as a proof that the subject animal/s has/have been examined and found to be apparently healthy.

|  |  |  |
|--|--|--|
| <b>OFFICE OR DIVISION</b>  | <b>ANIMAL HEALTH AND MEAT INSPECTION SERVICE DIVISION</b>                          |  |
| <b>Classification</b>  | <b>Simple</b>  |  |
| <b>Type of Transaction</b>   | <b>All</b>   |  |
| <b>Who may avail</b>   | <b>All persons of legal age engaged in animal breeding, trading and transport.</b> |  |
| <b>CHECKLIST OF REQUIREMENTS</b>   |  | <b>WHERE TO SECURE</b>   |
| <p><i>For gamefowl;</i><br/>           1-9 hds: BARANGAY CERTIFICATE (original copy) stating the person securing the VHC is the legitimate owner of the subject gamefowl.</p>  |  | Barangay having jurisdiction over the area where the gamefowls were raised or purchased. |
| <p>10 hds and above: valid GAMEFOWL BREEDER'S LICENSE or GAMEFOWL TRADER'S LICENSE</p>   |  | Provincial Veterinary Office- Animal Health and Meat Inspection Services Division        |
| <p>Proof of Newcastle Disease Vaccination (any of the following)<br/>           a. Certification from farm veterinarian stating the date of most recent vaccination, brand name of vaccine used with Lot. No. and expiration date.<br/>           b. Actual label of vaccine used showing the brand name, lot no. and expiration date.</p>                   |  | <p>Farm Veterinarian, if available.</p> <p>Removed label from the vaccine bottle.</p>    |
| <p><i>For other types of poultry (Native Chicken, Quail, turkey, geese and others)</i><br/>           1-9 hds: Valid ID of shipper<br/>           10 hds and above; valid BREEDER'S LICENSE or TRADER'S LICENSE for the subject poultry species.</p>   |  | Provincial Veterinary Office- Animal Health and Meat Inspection Services Division        |
| <p><i>For Dog and Cat:</i><br/>           a. Must be atleast 3 and 1/2 months of age<br/>           b. Proof of rabies vaccination (any of the following)<br/>               b.1. Vaccination card signed by a duly licensed veterinarian showing the following details: date of vaccination, brand name of vaccine used, lot number and expiration date</p> |  | Veterinary Clinic/Hospital, City veterinary office or private veterinary practitioner    |

|   |                              |
|---|------------------------------|
| b.2. Certification from the municipal agriculture office stating that the animal has been vaccinated against rabies with the following details: date of vaccination, brand name of vaccine used, lot number and expiration date | Municipal Agriculture Office |
| <i>For Carabao, Cattle and Horse</i>  |                              |
| a. Original copy of Certificate of ownership and Certificate of Transfer  |                              |
| b. Livestock Trader's License (for 10 hds and above only)   |                              |
| <i>For Pigs, Goat and Sheep</i>   |                              |
| a. Valid ID of shipper  |                              |
| b. Livestock Trader's License (for 10 hds and above only)   |                              |
| c. Submit fecal samples (10% of total number of animals)  |                              |

| CLIENT STEPS | AGENCY ACTION  | FEES TO BE PAID  | PROCESSING TIME             | PERSON RESPONSIBLE   |
|--------------|--|--|-----------------------------|----------------------|
| 1            | Receive and verify the completeness and validity of the documents submitted                                      | <b>A. Large Animals</b>  | 5 minutes for other species | Veterinary Inspector |
| 2            | If all requirements are complete and valid, print VHC (Veterinary Health Certificate) and forward to the cashier | 1.) Carabao, cattle, horse<br>* Minimum of one (1) head - P50.00<br>2.) Bull, boar semen and semen/embryo of other large animal - 1-20 ampule - P50.00/ampule +P2.00/ampule in excess of 20  |                             |                      |
| 3            |  | 1.) Goats, sheep and other domesticated livestock  | 2 minutes                   |                      |
|              |  | (a) Swine - 1-10 heads - P50.00 in excess of 10 heads<br>(b) Goats - 1-10 heads - 50.00 +P5.00/ excess of 10 heads<br>2.) Goat semen/embryo and other small domesticated animals - 1-20 ampule - P50.00/ampule +P2.00/ampule in excess of 20 ampules |                             |                      |

|  |  |  |  |  |
|--|--|--|--|--|
|  |  | <p>3.) Dogs, cats and other small/pet<br/>P50.00/ head</p> <p><b>C. Poultry</b></p> <p>1.) Day old chicks/goslings/ducklings<br/>other young poultry and includes<br/>any age - 1-1000 heads - P50.00<br/>in excess of 1,000 heads</p> <p>2.) Adult chicken, ducks geese, turkey<br/>other domesticated fowls except<br/>1-9 heads - P50.00 +P5.00/head in<br/>heads</p>   |  |  |
|  |  | <p>3.) Hatching/table eggs (fresh/sealed)<br/>1-1,000 eggs - P50.00 +P10.00/1,000<br/>fraction of 1,000 eggs shall be counted<br/>1,000 eggs.</p> <p>4.) Quail eggs - 1-2,000 eggs - P20.00<br/>1,000 eggs in excess of 2,000 eggs, A<br/>of 1,000 eggs more than the initial<br/>shall be counted as 1,000 eggs.</p> <p><b>D. Gamefowls</b></p> <p>1.) Fighting cocks, stags and bull stags -<br/>head</p> <p><b>E. Laboratory Animals</b></p> <p>1.) White mice and rats - 1-10 heads - P<br/>P5.00/head in excess of 10 heads</p> <p><b>F. Wild Animals &amp; Birds</b></p> <p>*P50.00/head</p> |  |  |
|  |  | <p>* Earthworms - 1-5 kilos - P50.00 +P5<br/>excess of 5 kilos</p> <p><b>G. Wild birds</b></p> <p>* P50.00/head</p> <p><b>H. Serum &amp; blood samples</b></p> <p>*1-10 samples - P20.00</p>   |  |  |

|                           |                              |                               |                   |
|---------------------------|------------------------------|-------------------------------|-------------------|
|                           |                              | +P1.00/sample in excess of 10 |                   |
|                           | <b>TOTAL (Other species)</b> |                               | <b>7 minutes</b>  |
|                           | <b>TOTAL (Large animals)</b> |                               | <b>32 minutes</b> |
| <b>END OF TRANSACTION</b> |                              |                               |                   |

## 2. ISSUANCE OF AUTHORITY TO SHIP (ATS)

A document issued prior to shipment of meat, eggs and other animal products and by-products outside the province in accordance with Provincial Tax Ordinance No. 2017-001, as amended.

|   |  |  |                        |                           |
|---|--|--|------------------------|---------------------------|
| <b>OFFICE OR DIVISION</b>   | ANIMAL HEALTH AND MEAT INSPECTION SERVICES DIVISION  |  |                        |                           |
| <b>Classification</b>   | Simple   |  |                        |                           |
| <b>Type of Transaction</b>  | G2C, G2B   |  |                        |                           |
| <b>Who may avail</b>  | All individuals and business establishments engaged in trading & distribution of meat, eggs and other animal products and by-products outside the province |  |                        |                           |
| <b>CHECKLIST OF REQUIREMENTS</b>  |  | <b>WHERE TO SECURE</b>   |                        |                           |
| <b>For Raw Chilled/Frozen Meat</b><br><b>a. 1 - 10 kgs only:</b> No documents required<br><b>b. More than 10 kgs:</b><br>b.1. <b>Meat Inspection Certificate (MIC)</b> if locally slaughtered or <b>Certificate of Inspection (COMI)</b> if imported<br>b.2. <b>Meat Trader's License</b> |  | National Meat Inspection Service - For both MIC and COMI<br><br>Provincial Veterinary Office - Animal Health & Meat Inspection Services        |                        |                           |
| <b>For Processed Meat Products, Dairy and other Animal Products/by-products</b><br><b>a. 1 - 10 kgs only:</b> No documents required<br><b>b. More than 10 kgs:</b><br>b.1. <b>Trader's License</b>  |  | Provincial Veterinary Office - Animal Health & Meat Inspection Services  |                        |                           |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTION</b>   | <b>FEES TO BE PAID</b>   | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b> |
| 1   | Receive and verify the completeness and validity of the documents submitted  | <b>A. Meat &amp; Meat products</b><br><br>1.) Meat and choice meat cuts (tenderloin, sirloin, all steak cuts, processed meats and edible offal | 2 minutes              | Veterinary Inspector      |
| 2   | If all requirements are complete and valid, print ATS  |  | 2 minutes              |                           |

|   |   |  |           |                    |
|---|---|--|-----------|--------------------|
| 2 | and forward to the cashier  | *1-10 kilos - P50.00 +P1.00/kilo in excess of 10 kls | 2 minutes |                    |
| 3 | Receive the payment and issue official receipt.<br>Release ATS and OR to the client | 2.) Lechon (pork)<br>*P50.00/Piece                   | 2 minutes | Collecting officer |

|               |  |  |                  |  |
|---------------|--|--|------------------|--|
|               |  | 3.) Lechon (poultry)<br>*1-100 pcs - P50.00 +P1.00/piece in excess of 100 pieces<br>4.) Dressed Chiken<br>*1-100 pcs - P50.00 +P1.00/piece in excess of 100 pieces<br><b>B. Milk &amp; Dairy products</b><br>1.) Milk & yougurt<br>*1-10 liters - P50.00 +P1.00 in excess of 10 liters<br>2.) Cheese<br>*1-10 kilos - P50.00 +P1.00/kilo in excess of 10 kls<br><b>C. Animal Products and By-p</b><br>1.) Hides, skin, bones & horns (large/small animals)<br>*P100.00/ton<br>2.) Commercial leather (excluding finished leather)<br>*P150.00/ton<br>3.) Stuffed animals and birds, mounted skeleton of birds and<br>*P20.00/piece<br>4.) Honeybees<br>*P50.00/colony<br>5.) Honey<br>*P0.10/liter |                  |  |
| <b>TOTAL:</b> |  |  | <b>6 minutes</b> |  |

**END OF TRANSACTION**

**3. CERTIFICATION OF SITE FOR ESTABLISHMENT OF COMMERCIAL LIVESTOCK/POULTRY FARM**

A certification issued to certify that the proposed site for the establishment of commercial livestock/poultry farm has been approved in accordance with Provincial Tax Ordinance No. 2017-001, as ammended.

|   |   |   |                        |                           |
|---|---|---|------------------------|---------------------------|
| <b>OFFICE OR DIVISION</b>   | AHMISD  |   |                        |                           |
| <b>Classification</b>   | Highly Technical  |   |                        |                           |
| <b>Type of Transaction</b>  | G2C & G2B   |   |                        |                           |
| <b>Who may avail</b>  | All persons or Corporation planning to establish a Commercial Livestock/Poultry farm. |   |                        |                           |
| <b>CHECKLIST OF REQUIREMENTS</b>  |   | <b>WHERE TO SECURE</b>  |                        |                           |
| 1. Parcellary Map   |   | To be provided by the applicant through their surveyor  |                        |                           |
| 2. Land area applied for:   |   | <ul style="list-style-type: none"> <li>- Registry of Deeds</li> <li>- Applicants Legal Counsel</li> <li>- Transfer of Deed / Applicants of Legal Counsel</li> </ul> |                        |                           |
| <ul style="list-style-type: none"> <li>If owned - Land Title (photocopy)</li> <li>If rented - Contract of Lease (photocopy) and SPA (original copy)</li> <li>If purchased - Transfer Certificate of Title and Deed of Absolute Sale (Photocopy)</li> </ul>                      |   | <ul style="list-style-type: none"> <li>- Applicants Legal Counsel</li> <li>- DAR</li> </ul>   |                        |                           |
| <ul style="list-style-type: none"> <li>If inhereted - Declaration of Heirship and SPA (photocopy)</li> <li>If CLOA - Certification from DAR allowing them to use the land for Commercial Poultry or Livestock farm</li> <li>- individual issued CLOA (original copy)</li> </ul> |   |   |                        |                           |
| 3. Completely filled-up application form  |   | - PVO/AHMISD  |                        |                           |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTION</b>  | <b>FEES TO BE PAID</b>  | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b> |
| 1   | Receive the completely filled-up application form & attached documentary requirements | NA  | 1 minute               | Ms. Ruth Carisma          |
| 2   | Review and verify the completeness and validity of the documents submitted            | NA  | 5 minutes              | Ms. Ruth Carisma          |
| 3   | Receive the payment for inspection fee and issue official receipt                     | Php200.00   | 2 minutes              | Collecting officer        |
| 4   | Site inspection will be conducted by the technical personnel                          | NA  | 5 working days         | Dr. Ruffa Mae             |

|                           |   |                  |                             |                            |
|---------------------------|---|------------------|-----------------------------|----------------------------|
| 4                         | personnel   | NA               | 5 working days              | Gersaniva                  |
| 5                         | Release of Site inspection report   | NA               | 1 day                       | Dr. Ruffa Mae              |
| 6                         | If the site has passed the inspection, certificate of approval will be issued and released to applicant | NA               | 10 minutes                  | Ms. Ruth Carisma           |
| <b>TOTAL:</b>             |   | <b>Php200.00</b> | <b>Six (6) working days</b> | <b>three (3) personnel</b> |
| <b>END OF TRANSACTION</b> |   |                  |                             |                            |

#### 4. COMMERCIAL LIVESTOCK/POULTRY FARM REGISTRATION

A certificate of registration issued to commercial livestock/poultry farms operating within the province of Negros Occidental.

|  |   |  |                        |                           |
|--|---|--|------------------------|---------------------------|
| <b>OFFICE OR DIVISION</b>                | AHMISD  |  |                        |                           |
| <b>Classification</b>                    | Simple  |  |                        |                           |
| <b>Type of Transaction</b>               | G2C & G2B   |  |                        |                           |
| <b>Who may avail</b>                     | All persons or Corporation engaged in Commercial Livestock & Poultry farm Corporation |  |                        |                           |
| <b>CHECKLIST OF REQUIREMENTS</b>         |   | <b>WHERE TO SECURE</b>                         |                        |                           |
| 1. Completely filled-up application form |   | Provincial Veterinary Office - AH & MISD       |                        |                           |
| 2. Mayor's permit (photocopy)            |   | Municipal/City Mayor where the farm is located |                        |                           |
| <b>CLIENT STEPS</b>                      | <b>AGENCY ACTION</b>  | <b>FEES TO BE PAID</b>                         | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b> |
| 1  | Receive the completely filled-up application form & attached documentary requirements | NA   | 1 minute               | Ms. Ruth Carisma          |
| 2  | Review and verify the completeness and validity of the documents submitted            | NA   | 2 minutes              | Ms. Ruth Carisma          |
| 3  | Receive the payment and issue official receipt  | Php 500.00                                     | 2 minutes              | Collecting officer        |
| 5  | Print and release the Certificate of Registration.                                    | NA   | 10 minutes             | Ms. Ruth Carisma          |
| <b>TOTAL:</b>                            |   | <b>Php 500.00</b>                              | <b>15 minutes</b>      | <b>one (1) personnel</b>  |
| <b>END OF TRANSACTION</b>                |   |  |                        |                           |

#### 5. ISSUANCE OF LICENSE FOR LIVESTOCK AND POULTRY BREEDER OR TRADER

A license issued to livestock and poultry breeders or traders, as well as to traders of meat, eggs and other animal products and by-products in the province by virtue of Provincial Tax Ordinance No. 2017-001, as amended.

|                           |        |
|---------------------------|--------|
| <b>OFFICE OR DIVISION</b> | AHMISD |
| <b>Classification</b>     | Simple |

|  |   |  |                        |                           |
|--|---|--|------------------------|---------------------------|
| <b>Type of Transaction</b>   | G2C, G2B  |  |                        |                           |
| <b>Who may avail</b>   | All persons of legal age engaged in breeding and/or trading of livestock and poultry or their respective products and byproducts. |  |                        |                           |
| <b>CHECKLIST OF REQUIREMENTS</b>   |   | <b>WHERE TO SECURE</b>   |                        |                           |
| *Any Government issued ID ( PRC, Driver's License, UMID, Passport & others )<br>*1 x 1 ID picture (2) copies<br>*Completely filled-up application form |   | *To be provided by the applicant<br><br>*Application form to be provided by the Provincial Veterinary Office |                        |                           |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTION</b>  | <b>FEES TO BE PAID</b>   | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b> |
| 1  | Receive and verify the completeness and validity of the applicant's presented I.D   | N/A  | 2 minutes              | Veterinary Inspector      |
| 2  | Give the application form to the applicant and make sure that the necessary information is provided.                              | N/A  | 5 minutes              |                           |
| 3  | Receive application form, record and process for approval   | N/A  | 5 minutes              |                           |
| 4  | Receive the payment and issue official receipt Release the Breeder's/Traders I.D  | Php 500.00   | 2 minutes              | Collecting officer        |
| <b>TOTAL:</b>  |   | <b>Php 500.00</b>  | <b>14 minutes</b>      |                           |
| <b>END OF TRANSACTION</b>  |   |  |                        |                           |

## 6. MEAT ESTABLISHMENT REGISTRATION

A certificate of registration issued to meat establishment operating within the province of Negros Occidental.

|   |   |  |                        |                           |
|---|---|--|------------------------|---------------------------|
| <b>OFFICE OR DIVISION</b>   | AHMISD  |  |                        |                           |
| <b>Classification</b>   | Simple  |  |                        |                           |
| <b>Type of Transaction</b>  | G2C & G2B   |  |                        |                           |
| <b>Who may avail</b>  | All persons or Corporation engaged in meat establishment operation                    |  |                        |                           |
| <b>CHECKLIST OF REQUIREMENTS</b>  |   | <b>WHERE TO SECURE</b>   |                        |                           |
| 1. Completely filled-up application form<br>2. Mayor's permit (photocopy) |   | Provincial Veterinary Office - AH & MISD<br>Municipal/City Mayor where the farm is located |                        |                           |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTION</b>  | <b>FEES TO BE PAID</b>   | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b> |
| 1   | Receive the completely filled-up application form & attached documentary requirements | NA   | 1 minute               | Ms. Ruth Carisma          |

|                           |  |                   |                   |                          |
|---------------------------|--|-------------------|-------------------|--------------------------|
| 2                         | Review and verify the completeness and validity of the documents submitted | NA                | 2 minutes         | Ms. Ruth Carisma         |
| 3                         | Receive the payment and issue official receipt                             | Php 500.00        | 2 minutes         | Collecting officer       |
| 5                         | Print and release the Certificate of Registration.                         | NA                | 10 minutes        | Ms. Ruth Carisma         |
| <b>TOTAL:</b>             |  | <b>Php 500.00</b> | <b>15 minutes</b> | <b>one (1) personnel</b> |
| <b>END OF TRANSACTION</b> |  |                   |                   |                          |

**B.**

**LIVESTOCK SERVICES DIVISION**

**1. ANIMAL GENETIC IMPROVEMENT AND LIVELIHOOD PROGRAM**

- A. Screening and Identification of qualified applicants to avail the program;
- B. Project/Site Verification and Evaluation;
- C. Preparation of Contracts, Documents and Attachments; and
- D. Release of the animal requested to the qualified applicant.

|  |   |                        |
|--|---|------------------------|
| <b>OFFICE OR DIVISION</b>  | Livestock Services Division   |                        |
| <b>Classification</b>  | Complex   |                        |
| <b>Type of Transaction</b>   | G2C; G2B; G2G (All)   |                        |
| <b>Who may avail</b>   | I. All qualified applicants under the program who may either be:                |                        |
|  | a) Individual   |                        |
|  | b) Associations/Cooperatives  |                        |
|  | c) Barangays/LGUs   |                        |
|  | d) NGOs, Pos (People's Org.), IP (Indigenous People), Religious Organization    |                        |
|  | e) CSOs (Civil Society Organizations)   |                        |
|  | ***In ALL of the above cases, must be:  |                        |
|  | i) inhabitants of the component cities and municipalities of Negros Occidental; |                        |
| ii) must have the will and capability to raise animal; and   |   |                        |
| iii) preferably a member of any livestock/poultry raiser association organized/assisted by PVO   |   |                        |
| <b>CHECKLIST OF REQUIREMENTS</b>   |   | <b>WHERE TO SECURE</b> |
| <b>DOCUMENTARY REQUIREMENTS IN THE APPLICATION FOR THE AVAILMENT OF ANIMAL GENETIC AND LIVELIHOOD PROGRAM</b><br>1) Letter of Intent (LOI)/Request addressed to the GOVERNOR, thru the PROVINCIAL VETERINARIAN (Please indicate in your Letter of Intent/Request your purpose in desiring to avail of the Program) and |   |                        |

with the following attachments, as the case may be, to wit:

- a) Barangay Resolution (in case of Barangay);
- b) SB/SP Resolution (in the case of component city/municipality);
- c) Board Resolution (in the case of Association/Cooperative);
- d) Certificate of Accreditation/Certificate of Registration (in the case of Association/Cooperative).

- a) Local Barangay Council Secretary
- b) Local Sanggunian Secretary
- c) Board Secretary
- d) Local Sanggunian/DOLE/SEC/LGU

| CLIENT STEPS  | AGENCY ACTION   | FEES TO BE PAID | PROCESSING TIME   | PERSON RESPONSIBLE        |
|---------------|---|-----------------|---|---------------------------|
| 1             | Receive LOI/Request with corresponding attachments  | NA              | 5 minutes   | Receiving Clerk           |
| 2             | Schedule applicant for project/site evaluation  | NA              | 1 working day   | LSD Head                  |
| 3             | Conduct Project/Site Evaluation   | NA              | within 5 working days   | PVO DFU Personnel         |
| 4             | Submission of Evaluation Report and recommendation to the Provincial Veterinarian   | NA              | within 3 working days   | LSD Head/PVO DFU Vet/Head |
| 5             | If request is approved/granted - applicant will be informed and lined up for schedule of release (Proceed to Step 7)                              | NA              | Dependent on the availability of stocks (animal) requested  | LSD Head                  |
| 6             | If request is denied - letter reply will be sent to applicant stating with definiteness the reason/s for such denial. - <b>END OF TRANSACTION</b> | NA              | 3 working days  | LSD Head                  |
| 7             | Prepare appropriate Contract of Loan/Dispersal/Redispersal with RIS   | NA              | 10 minutes  | LSD Personnel             |
| 8             | Have recipient sign on each and every page of the Contract and RIS, explaining the terms and conditions to the recipient                          | NA              | 20 minutes  | PVO DFU/LSD Personnel     |
| 9             | Secure photocopy of any Valid Government-Issued ID of the applicant   | NA              | 5 minutes   | PVO DFU/LSD Personnel     |
| 10            | Release of the animal requested to the recipient  | NA              | 2 working days  | PVO DFU/LSD Personnel     |
| <b>TOTAL:</b> |   |                 | <b>14 working days &amp; 40 minutes</b><br><b>(Note: Schedule of Release is isubject to availability of stocks)</b> |                           |

**END OF TRANSACTION**