



# **Office of the City Veterinary**

## ***External Services***



## **MANDATE**

### **I. FUNCTIONAL STATEMENT:**

1. Supervise all personnel assigned with the unit as well the maintenance and upkeep of all physical resources consisting of the slaughterhouse proper, premises, structures and facilities.
2. Examine or caused all animals to be slaughtered and certify to the sanitary and hygienic handling of all slaughtered animals to be sold for human consumption.
3. Enforce all laws and regulations for the prevention, eradication and control of animal disease.

### **II. OBJECTIVES:**

- A. To supervise the maintenance of cleanliness and sanitation in the abattoir as well as the disposal of abattoir wastes;
- B. To enforce the requirements on the examination of meat as provided for in the existing laws;
- C. To issue on a daily basis Permit to Slaughter of animals presented for slaughter intended for public consumption;
- D. To vaccinate 10% of domesticated animal population per year to eradicate the spread of rabies;
- E. To monitor daily movement of food animals; and
- F. To treat 70% of food and working animal population per year to avoid the spread of highly contagious animal diseases.
- G. Formulate plans, programs, proposals for establishment of double "A" Halal slaughterhouse
- H. Supervise the management of Halal standard and good hygienic practices of the City Abattoir.
- I. Coordinate with Department of Agriculture as partner in the Livestock Development Projects for the Livelihood of Rural Farmer.

## **VISION**

The Office for Veterinary Services envisioned towards the provision of improved animal husbandry and production animal health care for the protection against harmful infectious communicable animal diseases and sustainable food security for the constituents of Cotabato City.

## **MISSION**

Provide Veterinary Services, scientifically examine, diagnose and treat animal ailments, control and prevent the spread of zoonotic disease of livestock, poultry including companion animals by building resistance thru massive vaccination, inspect meat and meat products so that only clean, safe, wholesome and fit for human consumption are only sold to the consuming public.



# SERVICE PLEDGE

The Office for Veterinary Services with all its hardworking employees who are courteous, friendly, humane and dedicated to deliver best technical services to all its clients and customers for their domesticated animal and pets in order to prevent them from ailments and spread of dangerous transmissible disease to human being.

## SERVICES AND HOW TO AVAIL THEM

### A. VETERINARY (Animal Health)

|   |  |                                       |                 |                            |
|---|--|---------------------------------------|-----------------|----------------------------|
| Office/Division                                       | OFFICE OF THE CITY VETERINARIAN        |                                       |                 |                            |
| Classification  | Simple to Complex                      |                                       |                 |                            |
| Type of Transaction                                   | G2C – Government to Transacting Public |                                       |                 |                            |
| Who may avail:  | All                                    |                                       |                 |                            |
| CHECKLIST OF REQUIREMENTS                             |  | WHERE TO SECURE                       |                 |                            |
| ✓ Presence of Animal                                  |  | ✓ Client                              |                 |                            |
| ✓ Vaccination Card of Animal                          |  | ✓ Veterinarian of the Place of Origin |                 |                            |
| CLIENT STEPS  | AGENCY ACTION                          | FEES TO BE PAID                       | PROCESSING TIME | PERSON RESPONSIBLE         |
| 1. Walk-in  | Request for animals health documents   | None                                  | 2 minutes       | Veterinarian               |
| 2. Provide Animal’s Health Documents                  | Receive of all Requirements            | None                                  | 3 minutes       | Veterinarian               |
|   | Record to office’s Logbook             | None                                  | 3 minutes       | Veterinarian               |
|   | Prepare the Certificate/Permit         | None                                  | 5 minutes       | Veterinarian Assistant     |
| 3. Payment of the Certificate/Permit at City Treasury |  | 50.00                                 | 10 minutes      | Revenue Collection Officer |
| 4. Provide the Receipt of the payment                 | Release of the Certificate/Permit      | None                                  | 3 minutes       | Veterinarian               |
| 5. Receive the Certificate/Permit                     |  | None                                  | 1 minute        | Veterinarian Assistant     |
|   | TOTAL                                  | 50.00                                 | 27 minutes      |                            |



B. Meat Inspection Activities

|  |   |                                       |                 |                                 |
|--|---|---------------------------------------|-----------------|---------------------------------|
| Office/Division                            | OFFICE OF THE CITY VETERINARIAN   |                                       |                 |                                 |
| Classification                             | Simple to Complex   |                                       |                 |                                 |
| Type of Transaction                        | G2C – Government to Transacting Public  |                                       |                 |                                 |
| Who may avail:                             | All   |                                       |                 |                                 |
| CHECKLIST OF REQUIREMENTS                  |   | WHERE TO SECURE                       |                 |                                 |
| ✓ Meat Inspection Certificate              |   | ✓ National Meat Inspection Service    |                 |                                 |
| ✓ Municipal/Barangay Health Certificate    |   | ✓ Veterinarian of the Place of Origin |                 |                                 |
| CLIENT STEPS                               | AGENCY ACTION   | FEES TO BE PAID                       | PROCESSING TIME | PERSON RESPONSIBLE              |
| 1. Walk-in                                 | Request for animal credentials for the proof of ownership                         | None                                  | 5 minutes       | Veterinarian/<br>Meat Inspector |
| 2. Provide all documents needed            | Receive of all Requirements   | None                                  | 3 minutes       | Veterinarian/<br>Meat Inspector |
| 3. Present the Animal for inspection       | Ante-mortem Inspection of animals presented for slaughter                         | None                                  | 10 minutes      | Veterinarian/<br>Meat Inspector |
| 4. Present the Meat of slaughtered animals | Post-mortem Inspection of slaughtered animals                                     | None                                  | 3 minutes       | Veterinarian/<br>Meat Inspector |
| 5. Present the meat for inspection         | Post-abattoir Inspection of hot meat and illegal slaughter monitoring activities. | None                                  | 10 minutes      | Veterinarian/<br>Meat Inspector |
|  | TOTAL   | None                                  | 31 minutes      |                                 |



C. Animal Impounding and Depopulation Program

|  |  |                 |                                       |                              |
|--|--|-----------------|---------------------------------------|------------------------------|
| Office/Division                              | OFFICE OF THE CITY VETERINARIAN        |                 |                                       |                              |
| Classification                               | Simple to Complex                      |                 |                                       |                              |
| Type of Transaction                          | G2C – Government to Transacting Public |                 |                                       |                              |
| Who may avail:                               | All                                    |                 |                                       |                              |
| CHECKLIST OF REQUIREMENTS                    |  |                 | WHERE TO SECURE                       |                              |
| ✓ Receipt of Payment                         |  |                 | ✓ City Treasury                       |                              |
| ✓ Animal Health Certificate/Card             |  |                 | ✓ Veterinarian of the place of Origin |                              |
| CLIENT STEPS                                 | AGENCY ACTION                          | FEES TO BE PAID | PROCESSING TIME                       | PERSON RESPONSIBLE           |
| 1. Walk-in for retrieval of impounded animal | Request for receipt of Payment         | None            | 5 minutes                             | Veterinarian/ Pound Keeper   |
| 2. Pay the Fine at the City Treasury         | Issuance of Receipt                    | 500.00          | 10 minutes                            | Revenue Collection Officer   |
| 3. Provide the receipt at city pound         | Receive the receipt                    | None            | 10 minutes                            | Pound Keeper/ Animal Catcher |
| 4. Receive the animal                        | Release the animal                     | None            | 3 minutes                             | Pound Keeper/ Animal Catcher |
|  | TOTAL                                  | None            | 31 minutes                            |                              |

GOALS AND OBJECTIVES

To prevent or control the spread of animal diseases by imposing the mandatory registration of domesticated animals conducting booster dose of anti-rabies vaccination to old registrants and initial dose to new registrants, impounding stray animals roaming public places in the city, performing castration for canine depopulation and deworming of domestic animals.

Rabies is dangerous disease of dogs, cats and other susceptible animals transmissible to human through the bite of infected animal.

**Republic Act No. 9482 Anti Rabies Act of 2007** calls for the mandatory vaccination of animals against dangerous and communicable disease. In response, the City Government enacted **City Ordinance No. 1298 series of 1998** for the mandatory registration, vaccination and impounding of animals in the city.

To prevent the spread of rabies is to control the canine population and conduct deworming for animals.



Office of the City Veterinary  
Organizational Structure

