



OFFICE OF THE CITY VETERINARIAN

External Services



1. Application for New/Renewal of Butcher and Meat Handler's License

Only licensed Butchers/Meat Handlers are allowed to slaughter animals in the accredited slaughterhouse and locally registered Poultry Dressing Plant (PDP) of the City. They are taught of the importance of humane slaughter of animals that is consistent to RA 8485 or the Animal Welfare Act of 2007. Furthermore, this ensures that the person handling the meat is free from any communicable diseases that may contaminate the meat.

Office or Division:		OFFICE OF THE CITY VETERINARIAN		
Classification:		Simple		
Type of Transaction:		G2C - Government to Client		
Who may avail:		Butchers and Meat Handlers		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Drug Free Report (Original & 1 Photocopy)			Authorized Drug testing institution	
2. Health Certificate (Original & 1 Photocopy)			City Health Office	
3. Barangay Clearance (Original)			Barangay where applicant resides	
Additional Requirements for Renewal				
1. Certificate of Attendance in Butchers/Meat Handlers Seminar (1 Photocopy)			City Veterinary Office	
2. Expired Butcher/Meat Handler's License			City Veterinary Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the requirements	1.1 Review the requirements and issue Order of Payment	None	15 minutes	Arlyn B. Robles Data Encoder/Office Assistant Office of the City Veterinarian
2. Proceed to the cashier's window and pay the required fees. Secure Official Receipt	2.1 Receive payment and issue Official Receipt	Php 300.00	5 minutes	Michelle A. Lanozo Senior Administrative Assistant I Ethel B. Zuniga Administrative Assistant V Dominica I. Lagpao Administrative Aide I Office of the City Treasurer
3. Present the Official Receipt	3.1 Record and prepare the Butcher/Meat Handler's License for signature of the City Veterinarian	None	15 minutes	Arlyn B. Robles Data Encoder/Office Assistant Dr. Imelda E. Arguelles City Veterinarian Office of the City Veterinarian
4. Sign in the logbook and receive the Butcher/Meat Handler's License	4.1 Release the Butcher/Meat Handler's License	None	5 minutes	Arlyn B. Robles Data Encoder/Office Assistant Office of the City Veterinarian
	TOTAL	Php 300.00	40 minutes	



2. Anti-Rabies Vaccination for Walk-In Dog/Cat Owners

Rabies is a fatal but a vaccine preventable disease. RA 9482 or Anti Rabies Act of 2007 requires all pet animals to be vaccinated against Rabies. This is in line with our Vision of a Rabies Free Meycauayan City.

Office or Division:		OFFICE OF THE CITY VETERINARIAN		
Classification:		Simple		
Type of Transaction:		G2C - Government to Client		
Who may avail:		Dog/Cat Owners		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Vaccination Record, if any (original copy)		City Veterinary Office, Licensed Veterinarian		
2. Dog/Cat		Provided by client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Bring the pet	1.1 Interview the owner and examine the pet	None	10 minutes	Dr. Imelda E. Arguelles City Veterinarian Dr. Clarissa Lorraine N. Castro Veterinarian I Office of the City Veterinarian
	1.2 Record data in the Registration form, prepare vaccination card or update the vaccination card, if any	None	10 minutes	Arlyn B. Robles Data Encoder/Office Assistant Office of the City Veterinarian Fatima D. Urian Encoder/Registration Office of the City Veterinarian
	1.3 Administer the vaccine and give post vaccination instructions	None	5 minutes	Dr. Imelda E. Arguelles City Veterinarian Dr. Clarissa Lorraine N. Castro Veterinarian I Estanislao P. Reyes Administrative Aide III Office of the City Veterinarian
2. Sign in the Registration Form and receive the Vaccination Card	2.1 Release the Rabies Vaccination Card	None	3 minutes	Arlyn B. Robles Data Encoder/Office Assistant Fatima D. Urian Encoder/Registration Office of the City Veterinarian
	TOTAL	None	28 minutes	



3. Redemption of Impounded Pet/Animal

Stray animals are prohibited on public places such as roads, streets and other similar places under RA 8485 (Animal Welfare Act of 1998) and City Ordinance 2012-05 (Meycauayan City Veterinary Code).

Office or Division:		OFFICE OF THE CITY VETERINARIAN		
Classification:		Simple		
Type of Transaction:		G2C - Government to Client		
Who may avail:		Owners of Impounded Pet/Animal		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Valid ID (original)		Any government institution that issues ID		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the City Pound	1.1 Check the impounding report and validate ID presented	None	10 minutes	Isagani T. Talavera Pound Caretaker Office of the City Veterinarian
2. Pay the required fees. Secure Official Receipt	2.1 Receive payment and issue Official Receipt 1.2 Record the data and release the impounded dog	Php 500.00	10 minutes 15 minutes	Isagani T. Talavera Pound Caretaker Office of the City Veterinarian
	TOTAL	Php500.00	35 minutes	



4. Issuance of Veterinary Health Certificate

Veterinary Health Certificate is requested mainly for the purpose of shipping animals. This ensures that the pet dog/cat is vaccinated against Rabies prior to shipment.

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Classification:		Simple		
Type of Transaction:		G2C - Government to Client		
Who may avail:		Dog/Cat Owners		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Vaccination Card, if any (original)		City Veterinary Office, License Veterinarian/Clinic		
2. Dog/cat		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Bring the dog/cat and vaccination record, if any	1.1 Interview the client and record data	None	10 minutes	Dr. Clarissa Lorraine N. Castro Veterinarian I
	1.2 Assess the dog/cat	None	10 minutes	Dr. Imelda E. Arguelles City Veterinarian Dr. Clarissa Lorraine N. Castro Veterinarian I Office of the City Veterinarian
	1.3 Issue order of payment	None	5 minutes	Arlyn B. Robles Data Encoder/Office Assistant Fatima D. Urian Encoder/Registration Office of the City Veterinarian
2. Proceed to cashier's window and pay the required fees. Secure Official Receipt	2.1 Receive payment and issue Official Receipt	Php 50.00	5 minutes	Michelle A. Lanozo Senior Administrative Assistant I Ethel B. Zuniga Administrative Assistant V Dominica I. Lagpao Administrative Aide I Office of the City Treasurer



3. Present the Official Receipt	3.1 Receive the Official Receipt and prepare the Veterinary Health Certificate	None	15 minutes	Dr. Clarissa Lorraine N. Castro Veterinarian I Office of the City Veterinarian
4. Sign in the logbook	4.1 Release the Veterinary Health Certificate	None	5 minutes	Arlyn B. Robles Data Encoder/Office Assistant Fatima D. Urian Encoder/Registration Office of the City Veterinarian
	TOTAL	Php 50.00	50 minutes	