



City Veterinary Office

External Services



1. Dog anti-rabies Vaccination

A component of the Rabies Prevention, Control and Eradication Program of the City of Ormoc in which all dogs are required to be vaccinated against rabies.

Office or Division:	City Veterinary Office			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to transacting client			
Who may avail:	All Dog Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Animal Registration Record (1 original copy)		Barangay or at the City Veterinary Office		
2. Animal Health Record (1 original copy)		City Veterinary Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry about vaccination program	1. The clients detail will be jotted in a logbook; 1.1 The CVO employee will register the dog & will provide to client the appropriate vaccination program	Dog Registration Fee of PHP 25.00 / head	3 minutes	<i>Veterinarian/Rabies Program Coordinator / CVO Employees City Veterinary Office</i>
2. Present animal for vaccination	2. The vet will instruct client for proper handling of dog; 2.1 Vaccine will be given to the dog ; 2.2 Registration/Vaccination card will be provided;	None	5 minutes	<i>Veterinarian / Rabies Program Coordinator / CVO Employees City Veterinary Office</i>
3. Sign in the client's Log book	3. Follow up and monitor any adverse vaccine reaction.	None	2 minutes	<i>Veterinarian / Rabies Program Coordinator / CVO Employees City Veterinary Office</i>
TOTAL		PHP 25.00/head	10 minutes	



2. Livestock Vaccination

This is part of the livestock infusion program of City of Ormoc in which all livestock are required to be vaccinated against Hemorrhagic Septicemia.

Office or Division:	City Veterinary Office			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to transacting client			
Who may avail:	All Livestock Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Animal health record (1 original copy);		City Veterinary Office		
2. Livestock credential (1 original copy)		City Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry about livestock vaccination program	1. The clients detail will be jotted in a logbook; 1.1 The vet will provide to client the appropriate vaccination program;	None	3 minutes	<i>Veterinarian / Livestock Inspector</i> City Veterinary Office
2 Present animal for vaccination	2. The vet will instruct client for proper handling& restraining of the animal; 2.1 Vaccine will be given to the animal; 2.2 The owner will be advice to rest the vaccinated animal for a week.	None	1 hour	<i>Veterinarian / Livestock Inspector</i> City Veterinary Office
3 Sign in Logbook	3. Monitor progress	none	1 minute	-do-
TOTAL		None	1 hour & 4 minutes	



3. Stray Dog Catching and Impounding

This is a component of the Rabies Prevention, Control and Eradication Program of the City of Ormoc to get rid of stray dogs in the streets that may cause road accidents among motorists, causes the garbage to be scattered and poses danger of dog biting incidents among children.

Office or Division:	City Veterinary Office			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to transacting client			
Who may avail:	All constituents of Ormoc City			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Dog Vaccination record (1 original copy, if there is);			City Veterinary Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Client(s) will submit a written request to the City Veterinary Office or may be course through the barangay where the client(s) reside;	1. The request will be coordinated to the barangay; 1.1 Police assistance will be requested and the schedof dog catching activity will be relayed to the brgy. on that very same day; 1.2 Dog catching will be carried-on; 1.3 Dog caught will be impounded for three (3) days;	None	6hours	<i>Veterinarian / Rabies Program Coordinator / CVO Employees City Veterinary Office</i>



2	The owner of stray dog(s) will redeemed the impounded dog(s);	2. The owner will be required to pay an impounding fee to be paid at the City Treasurer's Office;	Impounding Fee of PHP 500.00 / dog	30minutes	CTO Employee City Treasurer's Office
3	The owner will present the Official Receipt of impounding fee to the City Vet Office (CVO);	3. The CVO upon receipt of the O.R. will release the dog to the owner;	None	1 hour	Veterinarian / Rabies Program Coordinator / CVO Employees City Veterinary Office
4	If case the owner of the impounded dog(s) will not redeem the dog(s).	4. The CVO will offer the dog for adoption to interested individual or the dogs will be turned-over to NGO that take cares dogs or will be donated to vet schools for their study.	None	1 hour	Veterinarian / Rabies Program Coordinator / CVO Employees City Veterinary Office
TOTAL			PHP 500/dog	1 day & 30minutes	



4. Spay and Neuter & other surgical operation

This is also a component of the Rabies Prevention, Control and Eradication Program of the City of Ormoc to control the population or reproduction of dogs.

Office or Division:	City Veterinary Office			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to transacting client			
Who may avail:	Dog Owners who want to prevent dog's reproduction			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Animal vaccination record (1 original copy)			City Veterinary Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Inquiry about spay and neuter program;	1. The clients detail will be jotted in a logbook; 1.1 The vet will provide a list for the materials to be provided by the client.	None	3 minutes	<i>Veterinarian</i> City Veterinary Office
2 Present animal for spay & neuter / surgical operation;	2. The vet will instruct client for proper handling of the animal; 2.1 Anesthetic will be given to the animal ; 2.2 Surgical operation will be conducted;	None	30 minutes for castration; 2 hours for spaying	<i>Veterinarian</i> City Veterinary Office
3 Sign in the clients logbook	3. Animal will be given time to be conscious and recover before release	None	1 minute	<i>Veterinarian</i> City Veterinary Office
TOTAL		None	2 hours & 34 minutes	



5. Animal Health Consultation

This is one of the mandates of the Veterinary Services to help or assist the constituents of Ormoc City particularly the livestock owners or farmers to provide technical knowledge in safeguarding the health of the animals to achieve high production.

Office or Division:	City Veterinary Office			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to transacting client			
Who may avail:	All Livestock / Animal Owners			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Livestock credential for large animal (1 original copy)			City Treasurer's Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry about livestock/animal health problem and mention the signs and symptoms they observed on their animals;	1. The client details will be asked and will be write down in a logbook; 1.1 Clarify from client the signs/symptoms noted from animal(s); 1.2 If animal needs immediate attention, the vet will conduct visit to see the condition of the animal; 1.3 The vet will prescribe medicines or give the shot to the affected animal; 1.4 Monitor the animal progress	None	15 minutes	<i>Veterinarian /Livestock Inspector</i> City Veterinary Office
2. Sign in the Client's Logbook				
	TOTAL	None	15 minutes	



6. Animal Deworming

This is one of the mandates of the Veterinary Services to help or assist the constituents of Ormoc City particularly the animal or livestock owners or farmers to provide technical knowledge in safeguarding the health of the animals to achieve high production.

Office or Division:	City Veterinary Office			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to transacting client			
Who may avail:	All Livestock / Animal Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Livestock credential for large animal(1 original copy)		City Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry about livestock/animal health problem and mention the signs and symptoms they observed on their animals;	1 The client details will be asked and will be writedown in a logbook; 1.1 Clarify from client on the recent deworming of their animal(s); 1.2 If animal needs immediate attention, the vet will conduct visit to the animal to see the physical appearance and condition of the animal; 1.3 The vet will prescribe dewormer for the animal(s) or give the shot to the animal(s);	None	30 minutes	<i>Veterinarian / Livestock Inspector</i> City Veterinary Office
2. Sign in the Client's Logbook	2. Monitor the animal progress.			
TOTAL		None	30 minutes	



7. Animal Medication (Antibiotic and Vitamins)

This is one of the mandates of the Veterinary Services to help or assist the constituents of Ormoc City particularly the animal/livestock owners or farmers to provide technical knowledge in safeguarding the health of the animals to achieve high production.

Office or Division:	City Veterinary Office			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to transacting client			
Who may avail:	All Livestock / Animal Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Livestock credential for large animal (1 original copy)		City Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry about livestock/animal health problem and mention the signs and symptoms they observed on their animals;	1. The client details will be asked and will be write down in a logbook; 1.1 Clarify from client the signs/ symptoms noted from animal(s); 1.2 If animal needs immediate attention, the vet will conduct visit to see condition of the animal; 1.3 The vet will prescribe medicines or give the shot to the affected animal;	None	30 minutes	<i>Veterinarian / Livestock Inspector</i> City Veterinary Office
2. Sign in the Client's Logbook	2. Follow up and monitor the health progress of the animal.			
TOTAL		None	30 minutes	



8. Issuance of Veterinary Health Certificate

This is to help the constituents of Ormoc City and nearby municipalities who wants to ship or travel their animals with them and/or for other purposes. This document is required by the quarantine and port office to assure that the animals being transported are apparently healthy, in good condition and free from any highly contagious animal diseases.

Office or Division:	City Veterinary Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to transacting client			
Who may avail:	All Livestock / Animal Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Animal health record (1 copy original);		City Veterinary Office		
2. Livestock credential for large animal;		City Treasurer's Office		
3. Barangay Certification (if applicable)		Barangay /point of origin of animal(s)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry about Vet Health Certificate (VHC);	1 The client details will be asked and will be write down in a logbook; 1.1 The vet will ask the owner of animal(s) for shipment to present the animal(s) for actual physical examination; 1.2 The client will be required to pay Certification Fee; 1.3 Issuance of signed VHC;	PHP 50.00	10 minutes	<i>Veterinarian</i> City Veterinary Office
2. Sign in the Client's Logbook	2. The client will be advised to go to the quarantine office to secure the shipping/transport permit.			
TOTAL		PHP 50.00	10 minutes	



9. Issuance of Transport / Shipping Permit

This is to help the constituents of Ormoc City and nearby municipalities who wants to travel or ship their animals with them during travels or for other purposes. This document is required by the quarantine and port office to assure that the animals being transported are apparently healthy, in good condition and free from any highly contagious animal diseases.

Office or Division:	City Veterinary Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to transacting client			
Who may avail:	All Livestock / Animal Owners			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Veterinary Health Certificate (1 copy original);			City Veterinary Office	
2. Livestock credential for large animal (2 copies, original & photocopy);			City Treasurer's Office	
3. Barangay Certification (if applicable)			Barangay /point of origin of animal(s)	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry about Transport Permit or Shipping Permit;	1. The client details will be asked and will be write down in a logbook; 1.1 The vet will ask the owner of animal(s) for shipment to present the required documents;	None	10 minutes	<i>Veterinarian / Livestock Inspector</i> City Veterinary Office
2. Sign in the Client's Logbook	2. If required documents are complete, the transport permit or shipping permit will be processed and issued.			
TOTAL		None	10 minutes	



10. Meat Inspection at Ormoc City Slaughterhouse

This is to assure the constituents of Ormoc City and nearby municipalities that the livestock received in Slaughterhouse is healthy and have undergo the process of inspection and the meat they consumed is safe for human consumption.

Office or Division:	City Veterinary Office			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to transacting client			
Who may avail:	Livestock and Meat Vendors			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Veterinary Health Certificate (1 copy original);		City Veterinary Office		
2. Livestock credential for large animal (1 copy original);		City Treasurer's Office		
3. Barangay Certification (1 copy original)		Barangay /point of origin of animal(s)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The client will bring the food animal to Slaughterhouse;	1. The Meat Inspector (M.I.) or Livestock Inspector (L.I.) on duty will ask the owner of the food animal(s) of the required documents; 1.1 The animal(s) will be physically examined by the L.I. or M.I.; 1.2 For healthy animal(s), the owner will be required to pay certification fee for VHC prior to admission	None	5 minutes	<i>Meat Inspector / Livestock Inspector</i> City Veterinary Office
2. The client will pay the Certification Fee	2 Issuance of the Veterinary Health Certificate (VHC)	PHP 50.00	1 minute	<i>Veterinarian / Meat Inspector / Livestock Inspector</i> City Veterinary Office



3. Admission of food animal to receiving area of Slaughterhouse	3 Client details and animal details will be entered in SLH logbook; 3.1 The animal will be weighed-in and will be rested in holding pens; 3.2 The client will be required to pay the different SLH Fees	Please refer the details of SLH Fees to SLH Management	10 minutes	<i>Livestock Receiver / Livestock Tender / Livestock Ushers Slaughterhouse Division</i>
4. Secure Official Receipt	4 The L.I. or M.I. will conduct ante-mortem inspection; 4.1 The animal will be subjected to slaughtering; 4.2 The M.I. on duty will conduct post-mortem inspection of carcass meat and offals;	Ante-mortem Fee of PHP 10.00 per head Post-mortem Fee of PHP 0.50 / kilo	1 hour for ante-mortem inspection 3 hours for post-mortem inspection	<i>Veterinarian / Meat Inspector / Livestock Inspector City Veterinary Office</i>
	4.3 Stamping / branding of carcass (inspected and passed)	None	40 minutes	<i>Veterinarian / Meat Inspector / Livestock Inspector City Veterinary Office</i>
5. Carcass / meat withdrawal	5 The carcass / meat will be dispatched and will be transported to the public market, meat stalls or meat shops using the SLH Meat van. The client may opt to directly withdraw the carcass at the SLH dispatching area using their private vehicle allowed by the SLH Management.	None	1 hour	<i>Carcass Dispatchers / Meat Van Driver Slaughterhouse Division</i> and <i>Meat Inspector / Livestock Inspector City Veterinary Office</i>
TOTAL		Variable	5 hours & 56 minutes	



11. Meat Inspection at Accredited Poultry Dressing Plants

This is to assure the constituents of Ormoc City and nearby municipalities that the poultry received in Dressing Plants are healthy and have undergone the process of inspection and the poultry meat they consumed is safe for human consumption.

Office or Division:	City Veterinary Office			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to transacting client			
Who may avail:	Poultry Dressing Plant Owners			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Veterinary Health Certificate (1 original copy to be provided by poultry integrator);			City Veterinary Office or Licensed Vet on Private Practice	
2. Transport / Shipping Permit (1 original copy if source is from outside Ormoc)			Quarantine Office (from point of origin)	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The client will ask for Meat Inspector to supervise production process of Poultry Dressing Plant;	1 The Vet / Meat Inspector / Livestock Inspector on duty will ask the owner of the poultry/birds of the required documents; 1.1 The birds will be received by the DP and rested in receiving area; 1.2 Ante-mortem inspection will be conducted; 1.3 Birds will be subjected to dressing procedure;	Ante-mortem fee of PHP 0.15 / bird	1hour	<i>Veterinarian / Meat Inspector / Livestock Inspector</i> City Veterinary Office
	1.4 Monitor the Dressing procedure for GMP compliance; 1.5 Post-mortem inspection will be conducted; 1.6 Branding will be required by	Post-mortem fee of PHP 0.25 / kilo	4hours	<i>Veterinarian / Meat Inspector / Livestock Inspector</i> City Veterinary



	use of leg band and branded packaging materials; 1.7 Recording of the total production quantity in heads and in kilos; 1.8 Preparation of billing			Office
2. Pay the ante and post-mortem inspection fees	2 Collection of fees by the City Treasurer's Office			
TOTAL		Variable	5 hours	

12. Post Abattoir Meat Inspection

This is to assure the constituents of Ormoc City and nearby municipalities that the meat displayed and being sold in the markets are of good quality and have undergone the process of inspection and the meat they consumed is safe for human consumption.

Office or Division:	City Veterinary Office			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to transacting client			
Who may avail:	Meat vendors in Public Market, Meat Stalls, Meat Shops and Supermarkets			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Meat Inspection Certificate (1 original copy);		City Veterinary Office		
2. Brand (Meat Stamps, leg band)				
3. Certificate of Meat Inspection / COMI for frozen meat (1 original copy)		NMIS or Quarantine Office from point of origin		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The public consumer will request the Meat Inspector in the City Veterinary Office to conduct meat inspection and check the quality of meat being displayed and	1. The Vet / Meat Inspector on duty will ask the meat stall owner of the required documents; 1.1 Meat inspection will be conducted;	None	1 hour	<i>Veterinarian / Meat Inspector / City Veterinary Office</i>



sold to public	<p>1.2 If no documents presented, meat displayed and sold to public is considered hot meat and will be confiscated;</p> <p>1.3 If documents are complete, meat is considered safe and fit for consumption.</p>			
TOTAL		None	1 hour	

13. Veterinary Extension

This is the process of working with rural people in order to improve their livelihoods. This involves helping farmers to improve the productivity of their farms and also developing their abilities to direct their own future development.

Office or Division:	City Veterinary Office			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to transacting client			
Who may avail:	Livestock and Poultry Farmers			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
None			N/A	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Farmer(s) will request the Livestock Inspector or Veterinarian in the City Veterinary Office to conduct extension service to their barangay to check status of the animals	<p>1. The Vet / Livestock Inspector will schedule an extension service to requesting farmer.</p> <p>1.1 The Vet / Livestock Inspector will evaluate the productivity performance of their animals;</p>	None	2 hours	<p><i>Veterinarian / Livestock Inspector</i></p> <p>/</p> <p>City Veterinary Office</p>



	1.2 The Vet / Livestock Inspector will extend technical inputs on how to be more efficient in their farming; 1.3 Give medicines and vitamins to farmer as form of assistance to them.			
TOTAL		None	2 hours	

14. Farm Advisory and Consultancy

This is the services needed and demanded by farmers and other actors in rural settings to assist them in developing their own technical, organizational and management skills and practices so as to improve their livelihoods and well-being.

Office or Division:	City Veterinary Office			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to transacting client			
Who may avail:	Semi-commercial and Commercial Farm Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		N/A		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Farm Owner(s) will request the Livestock Inspector or Veterinarian in the City Veterinary Office for and advisory and consultancy service to their farm(s) to improve efficiency, production performance and income of their farm(s).	1. The Vet / Livestock Inspector will schedule a visit to requesting farmer. 1.1 The Vet / Livestock Inspector will evaluate the productivity performance of their farm(s); 1.2 The Vet / Livestock Inspector will	None	2 hours	Veterinarian / Livestock Inspector / City Veterinary Office



	extend technical inputs on how to be more efficient in their farming; 1.3 Follow up visits and close monitoring per grow-out.			
TOTAL		None	2 hours	

15. Submission of Monthly Reports to DA-RFO8 Livestock Division

This is considered as one of the services of the CVO in compliance to the required submission of reports by the Department of Agriculture- Regional Field Office No. VIII for its Livestock Programs monitoring and data gathering.

Office or Division:	City Veterinary Office			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	DA-RFO8			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
None			N/A	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The DA-RFO8 Livestock Division will require submission of reports on Livestock Programs.	1. The head of office will remind all concerned employees about the reports required by the DA-RFO8 a week before its deadline; 1.1 Concerned employees will prepare the reports; 1.2 Concerned employee(s) and head of office will sign the report(s); 1.3 All reports will be consolidated and will be send to the DA-RFO8 thru courier services.	None	4 hours	CVO <i>Employees</i> City Veterinary Office
TOTAL		None	4 hours	



16. Submission of Monthly Reports to Philippine Statistics Authority (PSA)

This is considered as one of the services of the CVO in compliance to the required submission of reports by the Philippine Statistics Authority (PSA) for the Livestock Slaughtered and Meat Production (poultry and livestock) monitoring and data gathering.

Office or Division:	City Veterinary Office			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Philippine Statistics Authority (PSA)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		N/A		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 The PSA will require submission of reports on Livestock slaughtered and meat production.	1.The head of office will remind all concerned employees about the reports required by the PSA a week before its deadline; 1.1 Concerned employees will prepare the reports; 1.2 Concerned employee(s) and head of office will sign the report(s); 1.3 All reports will be consolidated and will be submitted or handed personally to the PSA field personnel.	None	4 hours	CVO Employees City Veterinary Office
TOTAL		None	4 hours	



17. Submission of Quarterly Reports to the Department of Interior and Local Government (DILG)

This is considered as one of the services of the CVO in compliance to the required submission of reports by the Department of Interior and Local Government (DILG) for the Rabies Program compliance and ASF monitoring and data gathering.

Office or Division:	City Veterinary Office			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Department of Interior and Local Government (DILG)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		N/A		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The PSA will require submission of reports on Livestock slaughtered and meat production.	1.The head of office will remind all concerned employees about the reports required by the DILG a week before its deadline; 1.1 Concerned employees will prepare the reports; 1.2 Concerned employee(s) and head of office will sign the report(s); 1.3 All reports will be consolidated and will be submitted to the DILG Office.	None	4 hours	<i>CVO Employees</i> City Veterinary Office
TOTAL		None	4 hours	