

ANIMAL DISPERSAL, BUCK LOAN AND NATIVE PIG LIVELIHOOD ASSISTANCE

Schedule of Service Availability: Monday to Friday (8:00 AM – 5:00 PM) NO NOON BREAK

Requirements: Pertinent documents relating to the request

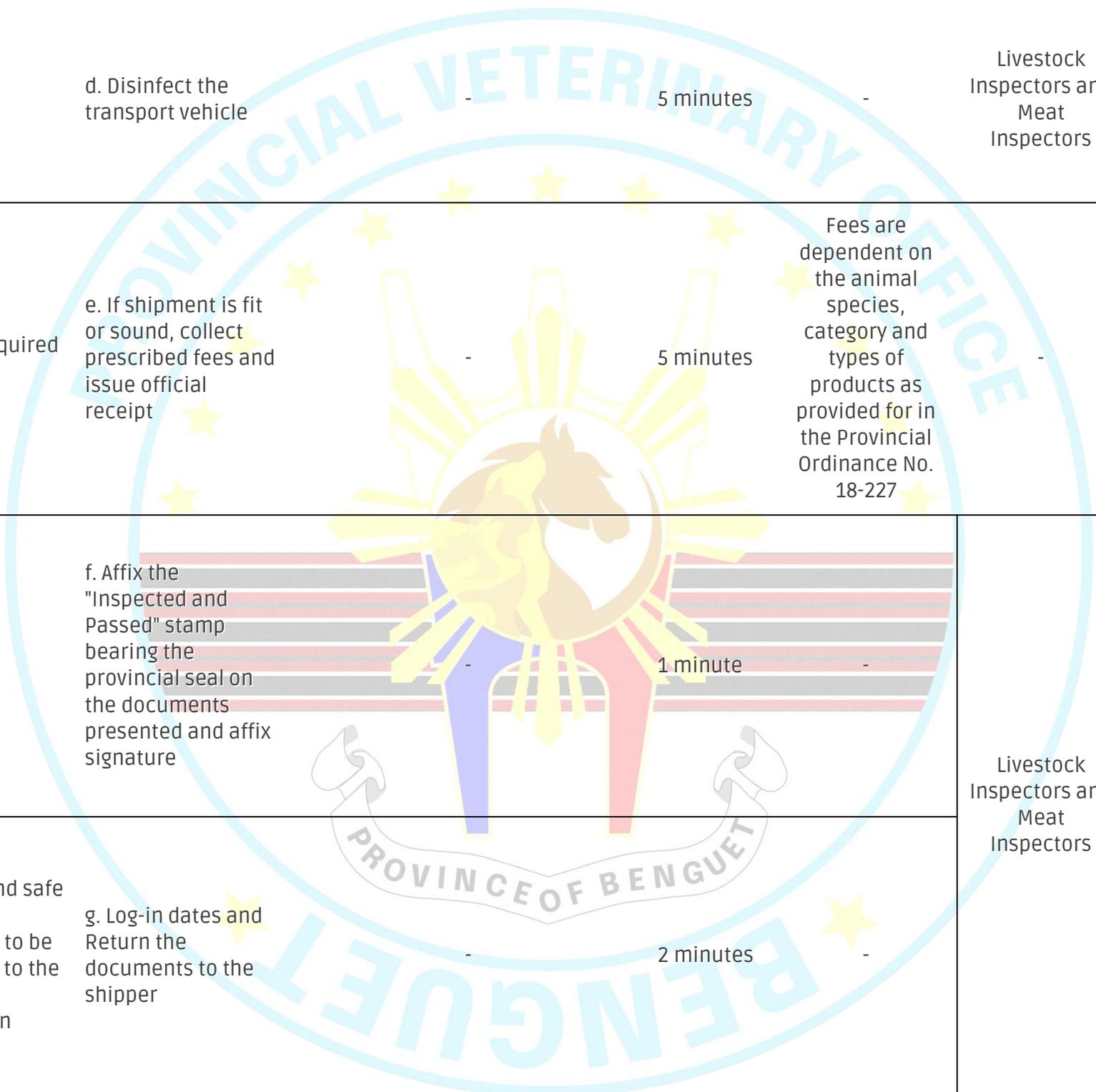
STEPS	CLIENT	SERVICE PROVIDER	DOCUMENTS NEEDED	RESPONSE TIME	CHARGES/ FEES	RESPONSIBLE PERSON/S	LOCATION
1	Prepare and present letter of intent addressed to the Provincial Governor	1) Receive/ record/ route request to responsible person	-	5 minutes	-	Dr. Miriam V. Tiongán, Roger D. Bengwasan and Gerry P. Banwágen	Provincial Veterinary Office, Capitol Annex
	-	2) Validate/ evaluate the proposed project	-	1 day	-	Roger D. Bengwasan and Gerry P. Banwágen	Recipient's address/ farm
	-	3) Orient recipients on the Memorandum of Agreement, and other management practices of the animal/s being requested	-	4 hours	-	Deager A. Ramos, Purita B. Julian, Gerry P. Banwágen, and Roger D. Bengwasan	
	-	4) Process MOA	-	2 minutes	-	Dr. Miriam V. Tiongán	
2	Pay the notarial fee	5) Bring MOA for notarization	-	10 minutes	-	Roger D. Bengwasan and Gerry P. Banwágen	Benguet Capitol Main
3	Receive the animal	6) Release of animal to the recipient	-	15 minutes	-	Roger D. Bengwasan	

ANIMAL QUARANTINE INSPECTION

Schedule of Service Availability: Monday to Friday (8:00 AM – 5:00 PM) NO NOON BREAK

Requirements: Pertinent documents relating to the request

STEPS	CLIENT	SERVICE PROVIDER	DOCUMENTS NEEDED	RESPONSE TIME	CHARGES/ FEES	RESPONSIBLE PERSON/S	LOCATION
1	Stop and present required shipping documents	a. Receive, scrutinize and record the required shipping documents	<ul style="list-style-type: none"> • Live animals- Veterinary Health Certificate (VSP) and Veterinary Shipping Permit (VSP) • Fish - Auxilliary Invoice (AI) • Meat - Certificate of Meat Inspection (MIC) • Meat products- License to Operate (LTO) & Certificate of Product Registration (CPR) • Animal by- products (chicken dung)- Veterinary Health Certificate and Veterinary Shipping Permit 	5 minutes	-	Hydran S. Bacdayan, Freddie D. Pacsi, Dr. Donald Afidchao and Livestock Inspectors and Meat Inspectors	Marcos Highway, Kennon, San Pascual, Tuba; Banangan, Sablan; Pito, Bokod; Bangao, Buguias; Mankayan
	-	b. If documents are valid, inspect shipment for soundness/ fitness	-	5 minutes	-		
	-	c. Collect random blood samples for disease surveillance purposes (live birds)	-	10 minutes	-		



d. Disinfect the transport vehicle

5 minutes

Livestock Inspectors and Meat Inspectors

2

Pay the required fees

e. If shipment is fit or sound, collect prescribed fees and issue official receipt

5 minutes

Fees are dependent on the animal species, category and types of products as provided for in the Provincial Ordinance No. 18-227

f. Affix the "Inspected and Passed" stamp bearing the provincial seal on the documents presented and affix signature

1 minute

Livestock Inspectors and Meat Inspectors

Receive and safe keep the document to be presented to the point of destination

g. Log-in dates and Return the documents to the shipper

2 minutes

Marcos Highway, Kennon, San Pascual, Tuba; Banangan, Sablan; Pito, Bokod; Bangao, Buguias; Mankayan

ANIMAL VACCINATION, TREATMENT AND NEUTERING (SPAY AND CASTRATION)

Schedule of Service Availability: Monday to Friday (8:00 AM – 5:00 PM) NO NOON BREAK

Requirements: Pertinent documents relating to the request

STEPS	CLIENT	SERVICE PROVIDER	DOCUMENTS NEEDED	RESPONSE TIME	CHARGES/ FEES	RESPONSIBLE PERSON/S	LOCATION
1	Present the animal/s for appropriate veterinary intervention/s	1) Receive/ record request (animal/s brought to the office or home service)	-	2 minutes	-	AHU staff(Dr. Purita L. Lesing, Dr. Annabelle N. Apse, Dr. Peter A. Canggal, Jr., Dr. Mark Lloyd P. Wadasen	Provincial Veterinary Office, Capitol Annex
	-	2) Consult the owner on the clinical history of the animal and examine the animal	-	10 minutes	-		Provincial Veterinary Office, Capitol Annex and client's residence if home service)
	-	3) Conduct appropriate intervention/s:	-	-	-		
	-	3.a) Vaccination	Vaccination card if previously vaccinated	5 minutes	-		
	-	3.b) Treatment	Previous treatment records and vaccination card if available	15 - 60 minutes (Response time varies depending on the severity of the case)	-		

1	3.c) Spay and castration	-	35 minutes	-	AHU staff(Dr. Purita L. Lesing, Dr. Annabelle N. Apse, Dr. Peter A. Canggal, Jr., Dr. Mark Lloyd P. Wadasen	Provincial Veterinary Office, Capitol Annex and client's residence if home service)	
	4.d) Deworming	-	5 minutes	-			
	4.e) Laboratory sample collection and/or analysis or pack samples for submission to the Animal Disease Diagnostic and Reference Laboratory (ADDRL)	-	20 minutes	-			
	4.f) Vitamin and mineral administration	-	5 minutes	-			
2	Pay the required fees	4) Collect fees and issue official receipt and pertinent documents such as vaccination card	-	5 minutes	Fees vary depending on the dosage & type of medicines/ drugs administered as provided in the Revenue Code of the Province	Administrative Unit- Nancy A. Villase	Provincial Veterinary Office, Capitol Annex

ARTIFICIAL INSEMINATION (AI)

Schedule of Service Availability: Monday to Friday (8:00 AM – 5:00 PM) NO NOON BREAK

Requirements: Pertinent documents relating to the request

STEPS	CLIENT	SERVICE PROVIDER	DOCUMENTS NEEDED	RESPONSE TIME	CHARGES/ FEES	RESPONSIBLE PERSON/S	LOCATION
1	-	a) Receive/ record/ route request to responsible person	-	5 minutes	-	Dr. Miriam V. Tiongan and Roger Bengwasan	Provincial Veterinary Office- Capitol Annex or AI Center, Puguis
	-	b) Verify / interview farmer regarding the status of the animal to be inseminated	Barangay Certification and Certificate of Ownership for large animals and vaccination card for pets	5 minutes	-		
	-	c) Extracts semen & prepare AI paraphernalia	-	30 minute	-		
2	Prepare chute for large animals	d) Conduct artificial insemination	-	30 minutes	-		Client's farm/ residence
3	Pay the required fee	e) Prepare and issue official receipt and collect AI fee	-	5 minutes	Large Animals-P600.00 Swine- P800.00 Boar Semen- P400.00	Administrative Unit- Nancy A. Villase	Provincial Veterinary Office, Capitol Annex

FINGERLINGS DISPERSAL

Schedule of Service Availability: Monday to Friday (8:00 AM – 5:00 PM) NO NOON BREAK

Requirements: Pertinent documents relating to the request

STEPS	CLIENT	SERVICE PROVIDER	DOCUMENTS NEEDED	RESPONSE TIME	CHARGES/ FEES	RESPONSIBLE PERSON/S	LOCATION	
1	-	Prepare letter of request addressed to the Governor	1. Receive/ record/ route request to responsible person	-	5 minutes	-	Dr. Miriam V. Tiogan, Mr. Deager A. Ramos	Provincial Veterinary Office, Capitol Annex
		2. Interview recipient	-	10 minutes	-			
		3. Validate fishpond/CBWs	-	1 hour	-	Recipient's fishpond/ CBW		
2	Receive the fingerlings and pay the required fees (if fingerlings are produced from the provincial hatchery)	4) Release fingerlings, collect fees and issue official receipt	-	30 minutes	Fees vary depending on the size as follows: # 24 - 15 centavos/ pc., # 22 - 25 centavos/pc., #17 - 35 centavos/pc. and #14 - 45 centavos/ pc.	Administrative Unit- Nancy A. Villase	Provincial Veterinary Office, Capitol Annex	

ISSUANCE OF VETERINARY HEALTH CERTIFICATE (VHC) AND VETERINARY SHIPPING PERMIT (VSP)

Schedule of Service Availability: Monday to Friday (8:00 AM – 5:00 PM) NO NOON BREAK

Requirements: Pertinent documents relating to the request

STEPS	CLIENT	SERVICE PROVIDER	DOCUMENTS NEEDED	RESPONSE TIME	CHARGES/ FEES	RESPONSIBLE PERSON/S	LOCATION
1	Request for VHC and VSP	a) Receive and record request	-	3 minutes	-	AHU staff(Dr. Purita L. Lesing, Dr. Annabelle N. Apse, Dr. Peter A. Cangat, Jr., Dr. Mark Lloyd P. Wadasen	Provincial Veterinary Office, Capitol Annex
	-	b) Verify data and inspect animal/s to be shipped-out	Barangay Certification and Certificate of Ownership for large animals and vaccination card for pets	20 minutes	-		
	-	c) Prepare Veterinary Health Certificate (VHC) and Veterinary Shipping Permit (VSP)	-	5 minutes	-		
	-	d) Review & signing of Veterinary Shipping Permit by the Provincial Veterinarian Only	-	2 minutes	-		
2	Pay the required fees	e) Prepare and issue Official Receipt and receive the required fees	-	5 minutes	Fees are dependent on the animal species, category and types of products to be shipped-out as provided for in the Provincial Ordinance No. 18-227	Administrative Unit- Nancy A. Villase	Provincial Veterinary Office, Capitol Annex

LIVELIHOOD LOAN ASSISTANCE

Schedule of Service Availability: Monday to Friday (8:00 AM – 5:00 PM) NO NOON BREAK

Requirements: Pertinent documents relating to the request

STEPS	CLIENT	SERVICE PROVIDER	DOCUMENTS NEEDED	RESPONSE TIME	CHARGES/ FEES	RESPONSIBLE PERSON/S	LOCATION
1	Prepare and forward resolution to the Provincial Governor's Office	1) Receive/ record / route resolution of association or cooperative to responsible person	-	2 minutes	-	Administrative Section/ Dr. Miriam V. Tiongan	Provincial Veterinary Office, Capitol Annex
	-	2) Validate request or resolutions	-	Within 15 Days from receipt of resolution	-	Validating Team (SCILLAP) - Gerry P. Banwagen	Cooperative or association's address
2	Prepare and submit required documents and pay the notarial fee	3) Review requirements of the loan proceeds	<ul style="list-style-type: none"> • Complete Project Proposal with the Governor • Cert. Of Registration w/ SEC, DOLE or CDA • Authenticated copy of the latest Articles of Incorporation • Audited Financial Statement • List & Photographs of similar projects if any • Sworn Affidavit of the association/ cooperative's secretary of non-relationship with the governor • Resolution authorizing the signatory to withdraw check • Resolution granting authority to the president or chairman to enter into MOA • Notarized Memorandum of Agreement 	3 days	-	Validating Team (SCILLAP) - Gerry P. Banwagen	Provincial Capitol Main

		4) Prepare Obligation Request and Disbursement voucher	-	15 minutes	-	Administrative Section Aida V. Bugtong	Provincial Veterinary Office - Capitol Annex
3	Attend orientation seminar	5) Conduct orientation seminar	-	1 day	-	Gerry P. Banwagen	Address of the beneficiaries
4	Receive loan	6) Assist authorized person to withdraw check at the Provincial Treasury Office	Official Receipt from the association/ cooperative	20 minutes	-	Gerry P. Banwagen and other members of SCILLAP	Provincial Veterinary Office - Capitol Annex
5	Pay the yearly amortization	7. Collect the yearly amortization	-	-	-	-	-
		a. Prepare acknowledgment of loan payment	-	10 minutes	-	Nancy A. Villase and Gerry P. Banwagen	Provincial Veterinary Office - Capitol Annex
		b. Submit payment to the Provincial Treasury Office	-	15 minutes	-		Benguet Capitol Main
6	Receive official receipt with acknowledgment of loan payment	c. Photocopy official receipt from PTO and release with acknowledgment of loan payment	-	-	-	Provincial Veterinary Office - Capitol Annex	