City Veterinary Office

The City Veterinary Office is responsible for the multifarious tasks assigned to it and offers the following salient frontline services:

1. Issuance of Veterinary Health Certificate (VHC)

1. ISSUANCE OF VETERINARY HEALTH CERTIFICATE FOR POULTRY, SWINE AND LIVESTOCK

Office or Division:	**LIVESTOCK SECTION**
Classification:	***SIMPLE***
Type of Transaction:	**G2C**
Who may avail:	**Licensed Livestock Shipper**

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Veterinary Health Certificate (VHC) Issuance	City Veterinary Office

CLIENTS STEPS	VETERINARY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The clients must provide a Certificate of Vaccination of the animal.	The veterinarian will inspect the health condition of the animal and if the animal is healthy, the veterinarian is ready to issue the VHC	None	5-10 mins.	***Dr. Kim Ronan Romero***, *City Veterinarian,* ***Susan B. Parado***, *Livestock Technician*
2. After inspection by the veterinarian, the shipper will pay at the City Treasurer's Office for the shipment.	Advised the clients to pay at the City Trea surers Office before releasing the VHC	*Per CTO rate*	5-10 mins.	***City Treasurers Officer***
3. The shipper will present the receipt of payment at the City Veterinary Office.	The veterinarian will issue a Veterinary Health Certificate (VHC)	None	5 mins.	***Dr. Kim Ronan Romero***, *City Veterinarian,* ***Susan B. Parado***, *Livestock Technician*