

10. Issuance of Inspection Certificate for live animals or eggs intended for travel or Slaughter

This service caters to individuals or private sector who wants to secure Inspection Certificate for live animals or eggs intended for travel or slaughter.

The role of the Municipal Agriculture Office is to inspect that the livestock is healthy, showed no signs of illness upon inspection and that necessary vaccination is up to date; and make certain that eggs is sourced from the municipality.

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:	Residents in Tagoloan			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. One (1) Original copy of Barangay Certification attesting to the ownership and source of live animal or poultry eggs and the number of heads, color, age and sex of animal or number of egg trays			Barangay Hall where the animal/egg is sourced	
Additional requirement for large animals (cattle, carabao and horse):				
1. Credentials			Municipal Treasurer's Office	
Client Steps	Agency Actions	Fees to be paid	Processing time	Person responsible
1. State purpose of visit	1. Refer client to person responsible	none	10 minutes	<i>Public Assistance Complaints Desk (PACD) Officer of the Day Municipal Agriculture Office</i>
2. Submit the required documents	2. Receive the required documents and check for correctness	none	30 minutes	<i>Agricultural Technologist / Municipal Agriculture Office Or Administrative Aide III</i>
3. Subject to interview	1. Conduct interview 2. Conduct inspection	none	2 hours	

* <i>make sure to secure Order of Payment that will be issued</i>	3. Issue Order of Payment			Municipal Agriculture Office
4. Pay the required fees at the Municipal Treasurer's Office by showing the Order of Payment * <i>make sure to secure Official Receipt that will be issued upon payment</i>	1. Accept the payment based on the Order of Payment 2. Issue Official Receipt	PHP 130	1 hour	<i>Revenue Collector</i> Municipal Treasurer's Office
5. Return to the Municipal Agriculture Office and Present Official Receipt	1. Check the Official Receipt 2. Prepare the certificate 3. Facilitate the approval of certificate by the Municipal Agriculturist	none	2 hours	<i>Agricultural Technologist</i> / Municipal Agriculture Office Or <i>Administrative Aide III</i> Municipal Agriculture Office
6. Sign in the service logbook	1. Record in the service logbook 2. Have the client sign the service logbook 3. Release the certification or endorsement	none	30 minutes	
7. Accomplish Client Satisfaction Survey Form and drop in the Feedback Box	7. Request client to accomplish Client Satisfaction Survey Form	none	30 minutes	
TOTAL:		PHP 130	6 hours & 40 minutes	