

6. Registration of Individual Brand of Cattle

As provided for Section 3 of Presidential Decree No. 533, "The owner/raiser shall, before the large cattle belonging to him shall attain the age of six months, register the same with the office of the Municipal Treasurer where such large cattle are raised. " Imposition and collection of fees authorized by existing laws for such registration and the issuance of a certificate of ownership to the owner/raiser is mandated to the Office of the Municipal Treasurer.

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|---|--|------------------------|------------------------|---------------------------|
| Office or Division: | Municipal Treasurer's Office | | | |
| Classification: | Simple Transaction | | | |
| Type of Transaction: | G2C-Government To Client | | | |
| Who may avail: | All Transacting Public of Tagoloan Mis. Or. | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| Barangay Certification as to Ownership | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Present required documents to frontline personnel | 1.1. Receive the required documents and check for completeness | None | 5 Minutes | <i>Revenue Collectors</i> |
| | 1.2. Evaluate and verify brand of cattle for duplication | None | 5 Minutes | |
| 2. Pay required fees | 1. Accept payment | P 100.00 | 5 Minutes | <i>Revenue Collectors</i> |
| | 2 Start processing brand registration | None | 5 Minutes | |
| 3. Receive Official Receipt and Certificate Of Registration | Issue Official Receipt and Certificate of Registration | None | 5 Minutes | <i>Revenue Collectors</i> |
| Accomplish the Client Satisfaction Survey and drop it to the feedback box | Request clients accomplish satisfaction survey | | | |
| TOTAL: | | | 25 Minute | |