

16. Request for Redemption and Adoption of Impounded Animals

This service caters to residents in Tagoloan who would like to redeem their animals or adopt impounded animals under the Republic Act No. 9482 and Municipal Ordinance No. 127 series of 2023

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) leash				
2. One (1) clear picture as proof that there is proper housing for pet				
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. Subject to interview and briefing <i>* make sure to secure Payment Order that will be issued</i>	1. Conduct interview and briefing 2. Issue Payment of Order	none	2 hours	<i>Municipal Agriculturist Municipal Agriculture Office Or Agricultural Technologist I Municipal Agriculture Office</i>
3. Pay the required fees at the Municipal Treasurer's Office by showing the Order of Payment	1. Accept the payment based on the Order of Payment 2. Issue Official Receipt	Fee and Penalties (refer to table below)	1 hour	<i>Revenue Collector Municipal Treasurer's Office</i>

* make sure to secure Official Receipt that will be issued upon payment				
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4. Return to the Municipal Agriculture Office and Present Official Receipt	1. Check the Official Receipt 2. Administer vaccine to animal (if applicable)	none	2 hours	Municipal Agriculturist Municipal Agriculture Office Or Agricultural Technologist I Municipal Agriculture Office
5. Sign in Release logbook	1. Record in Release logbook 2. Have the client sign the Release logbook 3. Release the animal 4. Take picture of animal together with client	none	30 minutes	
6. Accomplish Client Satisfaction Survey Form and drop in the Feedback Box	6. Request client to accomplish Client Satisfaction Survey Form	none	30 minutes	
TOTAL:			6 hours & 10 minutes	

Redemption/ Impounding fee: 1. Cattle, carabao, horse 2. Dog, and Cat 3. Pig, goat, sheep and other four-legged animals 4. Fowl	PHP 1,000.00 per animal PHP 500.00 per animal PHP 1,000.00 per animal PHP 500.00 per animal
Lodging and Maintenance fee: 1. Cattle, carabao, horse 2. Dog, and Cat 3. Goat, sheep and other four-legged animals 4. Swine 5. Fowl	PHP 300.00 per animal per day PHP 100.00 per animal per day PHP 100.00 per animal per day PHP 200.00 per animal per day PHP 50.00 per animal per day
Catching fee: 5. Cattle, carabao, horse	PHP 500.00 per animal

6. Dog, and Cat	PHP 300.00 per animal
7. Pig, goat, sheep and other four-legged animals	PHP 300.00 per animal
8. Fowl	PHP 50.00 per animal
Anti-Rabies Vaccination	PHP 50.00 per animal
Adoption Fee	PHP 500.00 per animal