



## **Provincial Veterinary Office External Services**



## 1. PAGBAKUNA, PAGPURGA, PAGKAPON AT PAGGAMOT SA ALAGANG HAYOP

Para sa mga indibidwal na may mga alagang hayop na nangangailangang ipabakuna at ipapurga ang mga ito para may proteksiyon laban sa mga sakit. Para din ito sa mga may mga alagang gustong ipakapon at ipagamot ang mga may sakit nilang hayop.

<b>Office or Division:</b>	Provincial Veterinary Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen
<b>Who may avail:</b>	Mga Livestock and Poultry Raisers
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Hayop na babakunahan o pupurgahin o kakapunin o susuriin	Mula sa kliyente

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pagdulog ng request at pagtala ng pangalan at pirma sa logbook– sa opisina ng Provincial Veterinarian.	1. Papipirmahin sa log book ang kliyente at suriin sa request ng kliyente.	Wala	2 minuto / kliyente  Extension time: 1 minuto	<i>Officer of the Day (OD)</i>  <i>DR. HELEN SEVILLA</i> <i>Veterinarian II</i> / <i>MARCIAL MARAYAG</i> <i>Agriculturist II</i> / <i>NICOLAS BULAN</i> <i>Senior Agriculturist</i> / <i>DR. MERCY ARCAINA</i> <i>Veterinarian I</i> / <i>Dr. LUCKYAGUYEN</i> <i>Veterinarian I</i> / <i>DR. JEANETTE BARACAO</i> <i>Veterinarian I</i>  <i>Provincial Veterinary Office</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>2. Pakikipanayam at Pagsusuri – sa opisina ng Provincial Veterinarian</p>	<p>2.1 Kakausapin ng attending Veterinarian/ Technician ang kliyente tungkol sa pangangailangan.</p> <p>2.2 Susuriin ang hayop bago ibigay ang serbisyong kailangan.</p>	Wala	<p>10 minuto / hayop</p> <p>Extension time: 30 minuto</p>	<p>Officer of the Day (OD)</p> <p>DR. HELEN SEVILLA Veterinarian II</p> <p>/</p> <p>MARCIAL MARAYAG Agriculturist II</p> <p>/</p> <p>NICOLAS BULAN Senior Agriculturist</p> <p>/</p> <p>DR. MERCY ARCAINA Veterinarian I</p> <p>/</p> <p>DR. LUCKY AGUYEN Veterinarian I</p> <p>/</p> <p>DR. JEANETTE BARACAO Veterinarian I</p> <p>Provincial Veterinary Office</p>
<p>3. Depende sa pangangailangan ng hayop o nais ng kliyente.</p> <p>3.1. Pagbabakuna sa hayop – sa opisina ng Provincial Veterinarian.</p>	<p>3.1. Babakunahan ang hayop</p> <p>*Kung ang hayop ay nabakunahan ng anti-rabies, mabibigyan ng Rabies Vaccination Certificate ang may ari.</p>	Wala	<p>10 minuto / hayop</p> <p>Extension time: 5 minuto</p>	<p>Officer of the Day (OD)</p> <p>DR. HELEN SEVILLA Veterinarian II</p> <p>/</p> <p>MARCIAL MARAYAG Agriculturist II</p> <p>/</p> <p>NICOLAS BULAN – Senior Agriculturist</p> <p>/</p> <p>DR. MERCY ARCAINA Veterinarian I</p> <p>/</p> <p>DR. LUCKY AGUYEN Veterinarian I</p> <p>/</p> <p>DR. JEANETTE BARACAO Veterinarian</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3.2. Pagpurga sa hayop – sa opisina ng Provincial Veterinarian.	3.2. Pupurgahin ang hayop.	Wala	10 minuto / hayop  Extension time: 30 minuto (depende sa dami ng hayop)	Officer of the Day (OD)  DR. HELEN SEVILLA Veterinarian II / MARCIAL MARAYAG Agriculturist II / NICOLAS BULAN Senior Agriculturist / DR. MERCY ARCAINA Veterinarian I / DR. LUCKY AGUYEN Veterinarian I / DR. JEANETTE BARACAO Veterinarian I
3.3 Pagkapon sa hayop – sa opisina ng Provincial Veterinarian.	3.3 Kakapunin ang hayop.	Wala	30 minuto / hayop  Extension time: 1 oras	Officer of the Day (OD)  DR. HELEN SEVILLA Veterinarian II / MARCIAL MARAYAG Agriculturist II / NICOLAS BULAN Senior Agriculturist / DR. MERCY ARCAINA Veterinarian I / DR. LUCKY AGUYEN Veterinarian I / DR. JEANETTE BARACAO Veterinarian I  Provincial Veterinary Office



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3.4. Pagsusuri at paggagamot sa hayop na may sakit – sa opisina ng Provincial Veterinarian.	3.4. Susuriin at gagamutin ang hayop.	Wala	15 - 30 minuto / hayop  Extension time: 5 oras (dependa sa sakit)	Officer of the Day (OD)  DR. HELEN SEVILLA Veterinarian II / MARCIAL MARAYAG Agriculturist II / NICOLAS BULAN Senior Agriculturist / DR. MERCY ARCAINA Veterinarian I / DR. LUCKY AGUYEN Veterinarian I / DR. JEANETTE BARACAO Veterinarian I
4. Pag-follow-up na paggagamot kung kinakailangan – sa opisina ng Provincial Veterinarian.	4. Gagamutin ang hayop.	Wala	15 - 30 minuto / hayop  Extension time: 1 oras	Officer of the Day (OD)  DR. HELEN SEVILLA Veterinarian II / MARCIAL MARAYAG Agriculturist II / NICOLAS BULAN Senior Agriculturist / DR. MERCY ARCAINA Veterinarian I / DR. LUCKY AGUYEN Veterinarian I / DR. JEANETTE BARACAO Veterinarian I



## 2. MALAWAKANG PAGBAKUNA LABAN SA HEMOSEPT, HOG CHOLERA AT NCD, MAGPURGA AT PAGKAPON SA MGA HAYOPSA BARANGAY

Para sa mga mamamayan na may mga alagang hayop na nangangailangang ipabakuna at ipapurga ang mga ito para may proteksiyon laban sa mga sakit. Para din ito sa mga gustong ipakapon ang kanilang mga alaga.

<b>Office or Division:</b>	Provincial Veterinary Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G - Government to Government
<b>Who may avail:</b>	Mga Livestock and Poultry Raisers
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
1. Request Letter (1 Original Copy and 1 Photocopy)	Mula sa City Veterinary Office o City Agriculture Office /Municipal Agriculture Office
2. Hayop na babakunahan, pupurgahin o kakapunin	Kliyente na magrerequest ng bakuna

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pagdulog ng request. – sa opisang Provincial Veterinarian.	1. Itatala ang Request Letter.	Wala	5 minuto / kliyente  Extension time: 5 minuto	<i>Receiving Officer</i> <b>HELEN BULUSAN</b> <i>Administrative Officer V</i> / <b>MERCY ARCAINA</b> <i>Veterinarian I</i>
2. Pagdulog ng kahilingan – sa opisina ng Provincial Veterinarian	2.1. Papipirmahin sa log book ang kliyente/LGU.  2.2. Kakausapin ang kliyente ng Officer of the Day tungkol sa Pangangailangan na idinulog.	Wala	5 minuto / kliyente  Extension time: 5 minuto	<i>Officer of the Day (OD)</i> <i>Kung sino ang nakaduty</i>  <b>DR. HELEN SEVILLA</b> <i>Veterinarian II</i> / <b>MARCIAL MARAYAG</b> <i>Agriculturist II</i> / <b>NICOLAS BULAN</b> <i>Senior Agriculturist</i> / <b>DR. MERCY ARCAINA</b> <i>Veterinarian I</i> / <b>DR. LUCKY AGUYEN</b> <i>Veterinarian I</i> / <b>DR. JEANETTE BARACAO</b> <i>Veterinarian</i>
	2.3. Para sa kaalaman at kaukulang aksyon	Wala	5 minuto / request  Extension time: 5 minuto	<b>DR. BELINA N. BARBOZA</b> <i>Provincial Veterinarian</i> Provincial Veterinary Office
	2.4. Pagbibigay ng bakuna o purga na kailangan ng kliyente.	Wala	15 minuto / kliyente  Extension time: 5 minuto	<b>DR. MERCY ARCAINA</b> <i>Veterinarian I</i>  Provincial Veterinary Office



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.5. Pagbakuna, pagpurga at pagkapon ng mga hayop sa barangay.	Wala	kalahating araw / barangay  Extension time: 1 araw (depende sa dami ng hayop)	<i>Lgu Technician / Pvet Technical Staff</i>  Provincial Veterinary Office



### 3. ARTIFICIAL INSEMINATION NG BAKA AT KALABAW

Para sa mga indibidwal na nag-aalaga ng mga Baka at Kalabaw upang mapaganda ang lahi ng kanilang mga alaga.

<b>Office or Division:</b>	Provincial Veterinary Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen
<b>Who may avail:</b>	Mga Large Animal Raisers
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
1. Hayop na susumpitan.	Kliyente na nagrequest ng artificial insemination

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pagdulog ng request – sa opisina ng Provincial Veterinarian	1.1. Papipirmahin sa log book ang kliyente.	Wala	5 minuto / kliyente  Extension time: 5 minuto	<i>A.I Technician NICOLAS BULAN Senior Agriculturist</i>  Provincial Veterinary Office
	1.2. Kausapin ang Artificial Insemination (A.I.) Technician at kliyente tungkol sa kahilingan at schedule.			
	1.3. Para sa kaalaman at kaukulang aksyon.	Wala	5 minuto / request  Extension time: 10 minuto	<i>DR. BELINA N. BARBOZA Provincial Veterinarian</i>  Provincial Veterinary Office
	1.4. Pagsasagawa ng Artificial Insemination (A.I.).	Wala	15 minuto / hayop  Extension time: 1 araw (depende sa dami ng hayop)	<i>NICOLAS BULAN Senior Agriculturist</i>  Provincial Veterinary Office
	1.5. Pagsuri muli sa hayop pagkatapos ng 18 - 21 na araw.	Wala	20 minuto / hayop Extension time: 20 minuto	<i>NICOLAS BULAN Senior Agriculturist</i>  Provincial Veterinary Office





#### 4. ARTIFICIAL INSEMINATION NG BABOY

Para sa mga indibidwal na nag-aalaga ng mga inahing baboy upang mapaganda ang lahi ng kanilang mga alaga.

<b>Office or Division:</b>	Provincial Veterinary Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen
<b>Who may avail:</b>	Mga Swine Raisers
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
1. Hayop na susumpitan.	Kliyente na nagrerequest ng artificial insemination

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pagdulog ng kahilingan - sa opisina ng Provincial Veterinarian	1.1. Kakausapin ng A.I Technician na nakaduty ang kliyente.	Wala	5 minuto / kliyente  Extension time: 30 minuto	<i>A.I Technicians</i> <i>NICANOR TAGAO</i> <i>Farm Foreman</i> / <i>MARCIAL MARAYAG</i> <i>Agriculturist II</i>  Provincial Veterinary Office
	1.2. Para sa kaalaman at kaukulang Aksyon.	Wala	5 minuto / request  Extension time: 30 minuto	<i>DR. BELINA N. BARBOZA</i> <i>Provincial Veterinarian</i>  Provincial Veterinary Office
	1.3. Pagsasagawa ng Artificial Insemination (A.I.)	Wala	20 minuto / hayop  Extension time: 1 oras (dependa sa dami ng hayop)	<i>A.I Technicians</i> <i>NICANOR TAGAO</i> <i>Farm Foreman</i> / <i>MARCIAL MARAYAG</i> <i>Agriculturist II</i>  Provincial Veterinary Office
	1.4. Pagsuri muli sa hayop pagkatapos ng 18 - 21 na araw.	Wala	30 minuto / hayop  Extension time: 1 oras	<i>A.I Technicians</i> <i>NICANOR TAGAO</i> <i>Farm Foreman</i> / <i>MARCIAL MARAYAG</i> <i>Agriculturist II</i>  Provincial Veterinary Office



## 5. REQUEST NG ALAGANG HAYOP

Para sa mga indibidwal na gustong mag-alaga ng hayop upang magkaroon ng dagdag pangkabuhayan.

<b>Office or Division:</b>	Provincial Veterinary Office		
<b>Classification:</b>	Highly Complex		
<b>Type of Transaction:</b>	G2C - Government to Citizen		
<b>Who may avail:</b>	Mga Livestock and Poultry Raisers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Application Letter (1 Original Copy and 1 Photocopy)		Kliyente na nagrequest ng alagang hayop	
2. Sertipikasyon ng Municipal / City Agriculturist na rehistrado ang aplikante sa RSBSA, hindi commercial raiser at may sinasakang hindi hihigit sa dalawang hektarya. (1 Original Copy and 1 Photocopy)		Municipal Agriculture Office o City Agriculture Office	
3. Sertipikasyon ng Municipal / City Agriculturist na may nakahandang kulungan ng hayop ang aplikante. (1 Original Copy and 1 Photocopy)		Municipal Agriculture Office o City Agriculture Office	
4. Masterlist ng mga Qualified Recipient (1 Original Copy and 1 Photocopy)		Municipal Agriculture Office o City Agriculture Office	
5. Sedula (1 Original Copy and 1 Photocopy)		Municipal Treasurer's Office or City Treasurer's Office	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pagdulog ng request - sa opisina ng Provincial Veterinarian.	1.1. Papipirmahin sa log book ang kliyente.	Wala	10 minuto  Extension time: 20 minuto	Commodity Coordinator  DR. MERCY ARCAINA Swine Coordinator / MYLA TULIAO Poultry Coordinator / MARCIAL MARAYAG Goat Coordinator  Provincial Veterinary Office
	1.2. I-proseso ang application.	Wala		Commodity Coordinator  DR. MERCY ARCAINA Swine Coordinator / MYLA TULIAO Poultry Coordinator / MARCIAL MARAYAG Goat Coordinator  Provincial Veterinary Office



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3. Para sa kaalaman at kaukulang aksyon.	Wala	5 minuto / request  Extension time: 5 minuto	<i>DR. BELINA N. BARBOZA</i> <i>Provincial Veterinarian</i>  Provincial Veterinary Office
	1.4. Pagbili ng hayop na ipapaalaga kung walang available sa breeding Station.	Wala	1 buwan / transaksyon  Extension time: 2 buwan	<i>PGSO</i>
	1.5. (kung available na ang hayop) Pagsagawa ng seminar sa tamang pag-aalaga, kaalaman sa nilalaman ng kontrata at pagpapirma ng kontrata	Wala	1 oras / seminar  Extension time: 3 oras (dependa sa dami ng recipient)	<i>Commodity Coordinator</i>  <i>DR. MERCY ARCAINA</i> Swine Coordinator / <i>MYLA TULIAO</i> Poultry Coordinator / <i>MARCIAL MARAYAG</i> Goat Coordinator  Provincial Veterinary Office
	1.6 Pag-schedule ng pamimigay ng hayop. (Mula scheduling hanggang pamimigay ng hayop)	Wala	1 araw / transaksyon  Extension time: 3 araw	<i>Commodity Coordinator</i>  <i>DR. MERCY ARCAINA</i> Swine Coordinator / <i>MYLA TULIAO</i> Poultry Coordinator / <i>MARCIAL MARAYAG</i> Goat Coordinator  Provincial Veterinary Office
	1.7. Pamimigay ng paalagang hayop at pagpapirma ng acknowledgment receipt.	Wala	2 oras / transaksyon  Extension time: 4 oras (dependa sa dami ng recipient)	<i>Commodity Coordinator</i>  <i>DR. MERCY ARCAINA</i> Swine Coordinator / <i>MYLA TULIAO</i> Poultry Coordinator / <i>MARCIAL MARAYAG</i> Goat Coordinator  Provincial Veterinary Office



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.8. Pagmonitor ng kalagayan ng paalagang hayop.	Wala	kalahating araw / barangay  Extension time: 1 araw (dependa sa dami ng recipient)	<i>Pvet Technical Staff</i> Provincial Veterinary Office



## 6. LIVESTOCK AND POULTRY PRODUCTION AND MANAGEMENT SEMINAR

Para sa mga indibidwal na may alagang hayop upang maturuan sila ng tamang teknolohiya sa pag-aalaga.

<b>Office or Division</b>	Provincial Veterinary Office	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C- Government to Citizen	
<b>Who may avail:</b>	Mga Livestock and Poultry Raisers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Request Letter / Request Form (1 Original Copy and 1 Photocopy)	Kliyente / Provincial Veterinary Office	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ibigay ang Request Letter o Request Form – sa opisina ng Provincial Veterinarian	1. Tanggapin at Itala ang Request Letter o Request Form.	Wala	5 minuto / kliyente  Extension time: 5 minuto	Receiving Officer <i>HELEN BULUSAN</i> <i>Administrative Officer</i> / <i>MERCY ARCAINA</i> <i>Veterinarian I</i>  Provincial Veterinary Office
2. Pagdulog ng request – sa opisina ng Provincial Veterinarian	2.1. Papipirmahin sa log book ang kliyente/LGU.	Wala	10 minuto / kliyente  Extension time: 30 minuto	Officer of the Day (OD)  <i>DR. HELEN SEVILLA</i> <i>Veterinarian II</i> / <i>MARCIAL MARAYAG</i> <i>Agriculturist II</i> / <i>NICOLAS BULAN</i> <i>Senior Agriculturist</i> / <i>DR. MERCY ARCAINA</i> <i>Veterinarian I</i> / <i>DR. LUCKY AGUYEN</i> <i>Veterinarian I</i> / <i>DR. JEANETTE BARCAO</i> <i>Veterinarian I</i>  Provincial Veterinary Office
	2.2. Para sa kaalaman at kaukulang aksyon.	Wala	10 minuto / request  Extension	<i>DR. BELINA N. BARBOZA</i> <i>Provincial Veterinarian</i>



CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			time: 30 minuto	Provincial Veterinary Office
	2.3. Pagsasagawang Seminar.	Wala	2 oras / seminar  Extension time: 4-6 oras	Commodity Coordinator  <i>DR. MERCY ARCAINA</i> <i>Swine Coordinator</i> / <i>MYLA TULIAO</i> <i>Poultry Coordinator</i> / <i>MARCIAL MARAYAG</i> <i>Goat Coordinator</i>  <i>Provincial Veterinary Office</i>



## 7. PAGBIGAY NG ANIMAL HEALTH CERTIFICATE PARA SA MGA HAYOP NA IBIBIYAHE.

Para sa mga indibidwal na nag-bibiyahe ng mga hayop papunta sa ibang lugar.

<b>Office or Division:</b>	Provincial Veterinary Office	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C- Government to Citizen	
<b>Who may avail:</b>	Mga Livestock and Poultry Raisers	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
1. Resibo (OR) (1 Original Copy and 1 Photocopy)	Provincial Treasurer's Office	
2. Request Form (1 Original Copy)	Provincial Veterinary Office	
3. Certification from Police Office (1 Original Copy and 1 Photocopy)	Provincial Police Office and Municipal Police Office	
4. Inspection Report (1 Original Copy and 1 Photocopy)	Municipal Agriculture Office o City Veterinary Office	
5. Vaccination Certificate against Newcastle Disease (kung manok ang ibibiyahe) (1 Original Copy and 1 Photocopy)	Farm Veterinarian, Municipal Agriculture Office o City Veterinary Office	
6. Laboratory result – Negative sa Avian Influenza (kung pato ang ibibiyahe) (1 Original Copy and 1 Photocopy)	Department of Agriculture – Regional Animal Disease Diagnostic Laboratory (DA-RADDL), Tuguegarao City, Cagayan	
7. Laboratory result – Negative sa African Swine Fever (kung baboy ang ibibiyahe) (1 Original Copy and 1 Photocopy)	Department of Agriculture – Regional Animal Disease Diagnostic Laboratory (DA-RADDL), Tuguegarao City, Cagayan	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pagdulog ng request. – sa Provincial Veterinary Office	1.1. Itatala ang Request Letter o Request Form.	Wala	5 minuto / kliyente  Extension time: 5 minuto	<i>HELEN BULUSAN</i> Administrative Officer V / <i>MERCY ARCAINA</i> Veterinarian I Provincial Veterinary Office
	1.2. Pagsusuri sa idinulog na request.	Wala	30 minuto / transaksyon  Extension time: 10 minuto	<i>Issuing Officer</i> (kung sino ang naka duty) Provincial Veterinary Office  <i>DR. BELINA N. BARBOZA</i> – Provincial Veterinarian Provincial Veterinary Office  <i>DR. HELEN SEVILLA</i> – Veterinarian II Provincial Veterinary



CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				Office  <i>DR. MERCY ARCAINA – Veterinarian I</i> Provincial Veterinary Office  <i>DR. LUCKY AGUYEN – Veterinarian I</i> Provincial Veterinary Office  <i>DR. JEANETTE BARACAO – Veterinarian I</i> Provincial Veterinary Office
	1.3. Pagtala sa Animal Shippers Logbook.	Wala	15 minuto / kliyente  Extension time: 30 minuto	<i>Issuing Officer (kung sino ang naka duty)</i> Provincial Veterinary Office
	1.4. Pagbibigay ng Animal Health Certificate.	Wala	5 minuto / kliyente Extension time: 5 minuto	<i>Issuing Officer (kung sino ang naka duty)</i> Provincial Veterinary Office